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Thought for the Day: There is no elevator to success... You have to use the stairs one step at a time.

~ Esteemed Human  
Development International

**HEAD START/EARLY HEAD START**

**SPECIAL MEETING OF THE PARENT ADVISORY COMMITTEE**

**Date: Tuesday, June 21, 2011**  
**Time: 9:00 a.m.**  
**Location: SETA Boardroom**  
**925 Del Paso Blvd.**  
**Sacramento, CA 95815**

While the Head Start Parent Advisory Committee (PAC) welcomes and encourages participation in the Committee meetings, it would be appreciated if you would limit your comments to five minutes so that everyone may be heard. Matters under the jurisdiction of the Head Start Parent Advisory Committee and not on the posted agenda may be addressed by the general public under the Public Participation item of this agenda. The Head Start Parent Advisory Committee limits testimony on matters not on the agenda to five minutes per person and not more than fifteen minutes for a particular subject.

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**Distribution Date: Wednesday, June 15, 2011**

*Parent Advisory Committee (PAC) meeting hosted by PAC Chair:*

*Chair, Mary Brown*

*Vice Chair, Tamara Knox*

*Secretary, Connie Wallace*

*Treasurer, Socorro Gutierrez*

*Parliamentarian, Rebecca Lewis*

**ITEM I-A – ROLL CALL**

The Parent Advisory Committee Secretary will call the roll for the following members:

- \_\_\_ Donyea Elmore, Auberry Park Head Start
- \_\_\_ Monica Jones, Bannon Creek Head Start
- \_\_\_ **Vacant**, Broadway Early Learning Center
- \_\_\_ **Vacant**, Countrywood Head Start
- \_\_\_ **Vacant**, Crossroads Garden Head Start
- \_\_\_ Haley Joslin, Early Head Start/ Home Base
- \_\_\_ Eloy Anzaldua, Freedom Park Head Start
- \_\_\_ Zoila Lucero, Fruitridge Head Start
- \_\_\_ **Vacant**, Galt Head Start
- \_\_\_ Teresa Toscano, Grant Skills Center
- \_\_\_ **Vacant**, Grizzly Hollows
- \_\_\_ **Vacant**, Hillsdale Head Start
- \_\_\_ **Vacant**, Home Base
- \_\_\_ **Vacant**, Home Base
- \_\_\_ Kelly Martin, Hopkins Park Head Start
- \_\_\_ **Vacant**, Illa Collin Head Start
- \_\_\_ **Vacant**, Job Corps Head Start
- \_\_\_ **Vacant**, Kennedy Estates Head Start
- \_\_\_ Mary Brown, La Riviera Head Start
- \_\_\_ **Vacant**, LaVerne Stewart Head Start
- \_\_\_ **Vacant**, Marie Cleveland's Bright Beginnings Head Start
- \_\_\_ Melissa Keehley, Mather Head Start
- \_\_\_ Praveena Chadhary, Nedra Court Head Start
- \_\_\_ **Vacant**, New Helvetia 2 Head Start
- \_\_\_ Connie Wallace, Norma Johnson Head Start
- \_\_\_ Erika Contreras, Northview Head Start
- \_\_\_ **Vacant**, Parker Avenue Head Start
- \_\_\_ **Vacant**, Phoenix Park Head Start
- \_\_\_ **Vacant**, Sharon Neese Early Learning Center
- \_\_\_ **Vacant**, Solid Foundation Head Start
- \_\_\_ **Vacant**, Strizek Park Head Start
- \_\_\_ Socorro Gutierrez, Vineland Head Start
- \_\_\_ Laura Meza, Walnut Grove Head Start
- \_\_\_ **Vacant**, Whispering Pines Head Start
- \_\_\_ LaShonda Tablit, Foster Parent Representative
- \_\_\_ Rebecca Lewis, Grandparent Representative
- \_\_\_ Victor Goodwin, Male Involvement Representative
- \_\_\_ Tamara Knox, Past Parent/Community Representative
- \_\_\_ Yvette Hernandez, Past Parent/Community Representative

**New Representatives to be seated:**

- \_\_\_ Devon McCracken, Home Base Head Start
- \_\_\_ Amy Johnson, Home Base Head Start
- \_\_\_ Misty Sanders, Sharon Neese Head Start

**ITEM I- B**  
**PAC MEETING ATTENDANCE UPDATE**

**The PAC was seated on November 23, 2010**  
**PARENT ADVISORY COMMITTEE MEETING ATTENDANCE PROGRAM YEAR 2010-2011**

COMMITTEE MEMBER	CENTER	11/23	12/14	01/25	02/22	03/22	04/26	05/17	06/21	07/19	08/16	09/20	10/18	11/15
Donyea Elmore S/B Seated 02/11	AP				E	E	X	X						
Monica Jones Seated 04/11	BC						X	X						
<b>Vacant</b>	BLC													
<b>Vacant</b>	COP													
<b>Vacant</b>	CW													
<b>Vacant</b>	CR													
Haley Joslin Seated 11/10	EHS/HB	X	E	X	X	X	X	U						
<b>Vacant</b>	EL													
Eloy Anzaldua Seated 04/11	FP						X	X						
Zoila Lucero Seated 4/11	FT						X	U						
<b>Vacant</b>	G													
<b>Vacant</b>	GH													
Teresa Toscano Seated 4/11	GSC						X	U						
<b>Vacant</b>	H													
Donna Dobbins S/B Seated 12/10	HB		X	X	E	X	U	U						
Devon McCracken S/B Seated 06/11	HB													
<b>Vacant</b>	IC													
Kelly Martin S/B Seated 11/10	HP	U	X	X	X	X	X	X						
<b>Vacant</b>	JC													
<b>Vacant</b>	K													
Mary Brown Seated 11/10	LAR	X	X	X	X	X	X	X						
<b>Vacant</b>	LVS													
<b>Vacant</b>	MCBB													
Melissa Keehley Seated 05/11	M							X						
Praveena Chadhary Seated 11/10	NC	X	X	X	X	X	E	X						
Connie Wallace Seated 11/10	NJ	X	X	X	X	X	X	X						
Amy Johnson S/B Seated 06/11	NH2													
Erika Contreras Seated 06/10	NV	X	X	X	X	X	U	AP						
<b>Vacant</b>	PA													
<b>Vacant</b>	PP													
<b>Vacant</b>	SF													
Misty Sanders S/B Seated 06/11	SN													
<b>Vacant</b>	SP													
Socorro Gutierrez Seated 02/11	V				X	X	U	X						
Laura Meza Seated 11/10	WG	X	X	X	X	X	X	X						
<b>Vacant</b>	WP													
Lashonda Tablit Seated 11/10	FPR	X	X	X	X	X	X	E						
Rebecca Lewis Seated 11/10	GPR	X	X	X	E	X	X	X						
Victor Goodwin S/B Seated 04/10	MIR						AP	X						
Tamara Knox Seated 11/10	PPR	X	PAC	X	X	E	X	X						
Yvette Hernandez Seated 11/10	PPR	X	X	X	X	X	X	X						

**Members: If you cannot attend a meeting and are going to be absent, you must:**

1. First, call your Alternate(s) to see if they can attend in your place;
2. Second, call Head Start Social Services/Parent Involvement Coordinator, Ms. Marie Desha, at 263-4082; and
3. Third, please call the PAC Chair, Ms. Mary Brown, at 203-3829, or the PAC Clerk, Ms. Lori Black, at 263-4068

**PARENT ADVISORY COMMITTEE - MEETING ATTENDANCE UPDATE**  
**PROGRAM YEAR 2010-2011**  
(Continued)

**Head Start Center Abbreviations**

<b>AP:</b>	Auberry Park	<b>K:</b>	Kennedy Estates
<b>BC:</b>	Bannon Creek	<b>LAR:</b>	La Riviera
<b>BLC:</b>	Broadway Early Learning Center	<b>LVS:</b>	LaVerne Stewart
<b>CR:</b>	Crossroads Garden	<b>M:</b>	Mather
<b>CW:</b>	Countrywood	<b>MCBB:</b>	Marie Cleveland Bright Beginnings
<b>EHS:</b>	Early Head Start	<b>NJ:</b>	Norma Johnson
<b>EL:</b>	Elkhorn	<b>NC:</b>	Nedra Court
<b>FP:</b>	Freedom Park	<b>NH2</b>	New Helvetia 2
<b>FT:</b>	Fruitridge	<b>NV:</b>	Northview
<b>G:</b>	Galt	<b>PA:</b>	Parker Avenue
<b>GH:</b>	Grizzly Hollow	<b>PP:</b>	Phoenix Park
<b>GSC:</b>	Grant Skills Center	<b>SF:</b>	Solid Foundation
<b>H:</b>	Hillsdale	<b>SN:</b>	Sharon Neese
<b>HB:</b>	Home Based	<b>SP:</b>	Strizek Park
<b>HP:</b>	Hopkins Park	<b>V:</b>	Vineland
<b>IC:</b>	Illa Collin	<b>WG:</b>	Walnut Grove
<b>JC:</b>	Job Corps	<b>WP:</b>	Whispering Pines

**Representative Abbreviations**

<b>FPR:</b>	Foster Parent Representative
<b>GPR:</b>	Grandparent Representative
<b>MIR:</b>	Male Involvement Representative
<b>OGC:</b>	Out Going Chair
<b>PPR:</b>	Past Parent Representative

**Attendance Record Abbreviations**

<b>X:</b>	Present
<b>E:</b>	Excused
<b>AP:</b>	Alternate Present
<b>AE:</b>	Alternate Excused
<b>U:</b>	Unexcused
<b>PAC:</b>	Parent Advisory Committee
<b>R:</b>	Resigned
<b>S/B:</b>	Should be, or should have been (Seated)

**ITEM II-A – CONSENT**

**APPROVAL OF MINUTES FOR SPECIAL MEETING  
OF THE PARENT ADVISORY COMMITTEE, MAY 17, 2011**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to review and approve the minutes of the Special PAC Meeting of May 17, 2011.

**NOTES:**

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**ACTION:** Moved \_\_\_\_\_ Seconded \_\_\_\_\_

**VOTE:** Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_

# **SPECIAL MEETING OF THE HEAD START PARENT ADVISORY COMMITTEE**

## **MINUTES/SYNOPSIS**

SETA Boardroom  
925 Del Paso Blvd.  
Sacramento, CA 95815

May 17, 2011  
10:00 a.m.

### **I. Welcome**

#### **A. Call to Order/Roll Call**

The meeting was called to order at 10:15 a.m. Ms. Consuelo Lopez provided Spanish translation. Ms. Connie Wallace acted as Secretary. The Pledge of Allegiance was recited. A quorum was confirmed.

#### **Members Present:**

Donyea Elmore (11:00 a.m. arrival)  
Monica Jones  
Eloy Anzaldua  
Kelly Martin  
Mary Brown  
Praveena Chaudhary  
Connie Wallace  
Erika Contreras (AP – Crystal Frazier)  
Socorro Gutierrez  
Laura Meza  
Rebecca Lewis  
Tamara Knox  
Yvette Hernandez

#### **Members Absent:**

Haley Joslin (U)  
Zoila Lucero (U)  
Teresa Toscano (U)  
Donna Dobbins (U)  
LaShonda Tablit (U)

#### **New Members seated:**

Victor Goodwin, Male Involvement Representative  
Melissa Keehley, Mather Head Start

Ms. Mary Brown explained the motion-making process to new PAC Representatives.

### **II. Consent Items**

#### **A. Approval of Minutes of the Joint PC Special Meeting and the PAC Regular meeting of April 26, 2011**

Motion by Ms. Monica Jones to approve the attached minutes of April 26th. Seconded by Ms. Tamara Knox. No discussion.

Show of hands vote: Ayes, 13. Nays, 0. Abstentions, 1 (Ms. Mary Brown). Motion carried.

### **III. Action Items**

#### **A. The Election of the Parent Advisory Committee (PAC) Secretary**

The Chair read the background information.

Motion by Ms. Knox, seconded by Ms. Kelly Martin, to approve the election of the PAC Secretary.

Discussion: Ms. Marie Desha shared that there is a clerk for the PAC, but the elected secretary is also responsible for taking minutes in case of electronic problems with the recording device, computer, etc. Ms. Jones asked if the Bylaws are available. Ms. Brown shared the PAC Bylaws are in the Resource Manual; another copy will be given to her. Ms. Desha shared that PAC Bylaws are also mailed out with each welcome letter.

Show of hands vote: Ayes, 13. Nays, 0. Abstentions, 1 (Ms. Brown). Motion carried.

Connie Wallace was elected Secretary as sole nominee. (Ms. Brown shared that Ms. Wallace stepped in (for the vacant Secretary position) months ago and has done a great job.

B. The Election of the Parent Advisory Committee (PAC) Treasurer

Ms. Brown read the background information. (The Treasurer doesn't physically handle money.) Budget meetings are held the second Tuesday of each month; the Treasurer reports back to the PAC Board.

Motion by Mr. Victor Goodwin, seconded by Ms. Jones, that the PAC approves the election of a Treasurer. No discussion.

Show of hands vote: Ayes, 13. Nays, 0. Abstentions, 1 (Ms. Brown). Motion carried.

Ms. Brown explained the duties of the Treasurer.

Nominees Ms. Yvette Hernandez and Ms. Socorro Gutierrez explained their interest in holding the position of Treasurer.

Ms. Socorro Gutierrez was elected Treasurer with 10 show of hands votes.

Ms. Hernandez received 3 votes.

**IV. Information Items**

A. Standing Information

➤ Introduction of Newly Seated Representatives

Mr. Victor Goodwin (Male Involvement Representative) and Ms. Melissa Keehley (Mather Head Start Representative) introduced themselves. Ms. Crystal Fraizer introduced herself as Alternate for Ms. Erika Contreas, Northview, Head Start.

➤ Fiscal Monthly Report/Corporate Card Monthly Statement of Account

Mr. Roger Bartlett reported on the fiscal reports included in the PAC agenda and distributed at the meeting. SETA is currently spending approximately 69



percent for the whole program and has some spending to do in the next 3-4 months. Approximately 70.5 percent is being spent on salaries. (Revised Head Start T/TA report was distributed.)

Some examples of parent services include parent reimbursements, PAC/PC activities, such as the End of Year Appreciation, Parent Leadership Institute, tuition and books. Some are charged to basic; some are charged to T/TA parent services.

Daddy and Me is not just for males; it is for females as well.

- Parent/Family Support Unit Calendar of Events (Attached)/ PC/PAC Calendar of Events and Activities (Attached)

Ms. Brown highlighted some of the meetings/activities listed in the attached calendars, including Parent Leadership Institute (sign-up sheet distributed). There is a change with the next PC Executive meeting; it will be June 2<sup>nd</sup>, 9:00 a.m., room to be announced; Bylaws meeting, 10:00 a.m. – 12:00 p.m., room to be announced.

- Parent/Staff Recognition

Ms. Knox shared that her bio and a picture of her and her child were posted online. (US Department of Health and Human Services, Administration for Children & Families, <http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/family/For%20Parents>).

Ms. Brown read a thank you card from Ms. Lori Black for the bouquet of flowers presented to her by the PC and PAC Boards for Administrative Professional's day.

Any recommendations for Bylaws modifications must be given to Ms. Desha or Ms. Brown (or any Committee member).

- PC/PAC Parent Leadership Institute

Ms. Mary Brown shared that the Institute will be held on Wednesday, May 25<sup>th</sup>. Dr. Tracy Tomasky from San Juan USD will be the trainer. The theme is "From Follower to Leader." Parents will receive mileage/child care reimbursement, if needed.

- Child Care Center Food Menu (Attached)
- Community Resources - Parents/Staff

Ms. Brown shared that if there are resources parents would like to share, give them to Ms. Desha prior to the meeting. Ms. Brown shared on the Center for Fathers and Families, The Show, and Ladies Night Out, and distributed information cards.

B. SETA Head Start Disaster Preparedness Plan Presentation – Ms. Valerie Powell

(Mr. Doneya Elmore arrived at 11:00 a.m.)

Ms. Brenda Campos introduced herself as Head Start Program Support Manager. Ms. Campos introduced Ms. Valerie Powell, TC –III for Ms. Campos.

Ms. Campos shared that Ms. Powell has a background of working with disaster preparedness. Between Valerie and Donald Schmidt, they put together the disaster preparedness program for the centers.

Ms. Powell gave an overview of the disaster preparedness plan. In 2010 SETA Head Start began the creation of disaster preparedness for Head Start centers. Several community organizations provided input, as well as staff and parents. Each center was visited in February. Due to the uniqueness of each center, a disaster binder was developed, customized to each center's emergency issues. Sample binders and newsletters were distributed to the PAC for review.

Training for center staff, home base educators and management will be completed by June 2011. Parents will be provided annual home safety training at parent meetings, at the request of parents, and by the arrangement of center teachers.

Special mention was made of Mr. Donald Schmidt for providing data collection, and to Ms. Celia Lopez for assuring all center emergency backpacks were adequately stocked.

Ms. Denise Lee thanked Ms. Campos, Ms. Powell, and the team for putting together the disaster plan.

Ms. Martin asked if it is mandatory for parents to learn this safety training. Ms. Campos answered it should happen at the centers once a year and referred Ms. Martin to the site teacher to arrange the training.

Ms. Jones shared that at the last (parent) meeting they discussed ways to create different emergency items needed, such as rain coat, whistles, batteries, etc.

C. Governing Board Minutes of April 28, 2011(attached).

**V. Committee Reports**

A. Executive Committee – Ms. Mary Brown read the attached report.

B. PC/PAC Joint Executive Committee Report

Ms. Mary Brown shared that this is a new committee this year where the two Boards meet together. They are presently formulating an orientation video to assist new board members with their role. Representatives will be given a CD for checkout. The target date is by the end of the summer and will be available at centers, as well.

C. Budget/Planning Committee

Ms. Brown reported there was nothing to add to Mr. Bartlett's report.

D. Personnel/Bylaws Committee

Ms. Rebecca Lewis shared that the Committee completely read the Bylaws. She encouraged everyone to read Bylaws; it perfects how (the PAC) is governed and

what (the PAC) agrees/doesn't agree with. The Committee is currently making revisions for next year. The projected completion date is in August. Recommendations can be turned in to any Committee member or to Ms. Desha.

E. Social/Hospitality Committee

Ms. Mary Brown shared the Committee met for the first time this year. There are two activities that the Social/Hospitality Committee oversees: the Parent Activity (bonding event, educational, minimum age is 18, no children.), and the End of Year Appreciation.

F. Early Childhood Development and Health Services Committee & Parent/Family Support Committee (AKA Child Safety Committee) – No meeting.

G. Monitoring and Evaluation Committee (AKA Self-Assessment Committee) – No meeting.

H. Male Involvement Committee

Mr. Victor Goodwin reported that the next meeting is tomorrow. They will be going over how to get more male involvement at the centers, and hopefully report next month on how they plan to achieve that goal.

I. Community Partnerships Advisory Committee (CPAC) – Vacant

Ms. Brown reported (an action item) will be in the agenda next month to elect a Representative and Alternate. The Committee meets twice a year. She will bring handouts to the next meeting of services that are available to access.

J. Health Services Advisory Committee (HSAC)

Ms. Yvette Hernandez reported that the last meeting was in February. The next meeting will be October 25<sup>th</sup>. It was a great meeting, very interesting, and had to do with health.

K. Food Services Committee

Ms. Mary Brown reported the next meeting is Thursday, 9-10:30 a.m. There will be a field trip to the SOP main kitchen on Watt & E. Please RSVP by the end of this meeting. Ms. Meghan Marshall will give a presentation on special diets. This is a good opportunity to see what SETA Head Start Food Services does on a large scale.

**VI. Other Reports**

- Chair's Report – No report.
- Policy Council Report(s) – Ms. Haley Joslin, Ms. Mary Brown, Ms. Connie Wallace, Ms. Kelly Martin, and Ms. Socorro Gutierrez

Ms. Brown reported that it was a shared (Joint) meeting (between the PAC and the PC Boards) and everyone knows what happened.

- Head Start Deputy Director's Monthly Report – Ms. Denise Lee
  - ✓ Monthly Head Start Report – (Attached)

Ms. Lee provided updates on the budget that was submitted and is now with the regional office.

SETA is taking a 15 percent cut, and 10 percent on the standard rate. Yesterday the reimbursement rate was not outright accepted or rejected, but still sits on Senate Bill 69, and it can still play role in our program.

Ms. Lee attended a community meeting on cuts. It was a very informative meeting and great opportunity for programs to get together to see what losses will occur. Home day care providers are going to struggle. As a result of the dismal news, SETA has to respond by reducing slots or hours of operation (worth 3.5 million dollars). SETA may have to call a special meeting before July 1<sup>st</sup>.

SETA received updates on the federal review. The 27 reviewers who came found two areas of concern: verifiable and allowable in-kind documentation (documentation was too vague to tie back to curriculum, and therefore considered unallowable); and documentation of lead screening. SETA's Track System was initially questioned, but there was no further mention of it after the reviewers' departure. SETA has 120 days to correct the lead issue. Ms. Campos has put a plan together. The PAC will be kept posted.

Due to budget need, the PAC approved the proposal of closing Walnut Grove Head Start. Ms. Lee gave Ms. Laura Meza a "shout out" for being a huge advocate. She was brilliant and amazing with getting her community on board with how important Head Start is. The Walnut Grove lease was expiring and SETA also looked at data from a need/use perspective. Ms. Meza pulled together a group of active parents, approached the issue in a positive, kind, responsive, articulate, and stellar manner. She got over 200 signatures, spoke with banks, and ultimately convinced Ms. Lee to stay in the Walnut Grove site with at least one class. Pressure was put on landlord to lower rent. SETA had been running the site for decades and always questioned why full day wasn't necessary. SETA now understands that due to demographics and the limited employment opportunities of parents in the area, families need full day from April through October; something SETA will consider and is exploring.

Mr. Goodwin asked what steps were implemented to assure parent site volunteers are filling out (in-kind) forms properly. Mr. Bartlett answered that the form had been updated, staff (partners, delegate agencies) have or will be trained. In summary, there will be training, clearer forms, and more guidance on completion of the forms.

- Managers' Reports
  - ✓ Program Support Services Report

Ms. Brenda Campos reminded the Board to inform her if they are interested in going on the field trip to the Head Start kitchen.

A federal review of the SETA Head Start program was completed in February of this year. The reviewers were impressed with the program. During the

process, the reviewers observed the challenges of obtaining lead test results and requested a more comprehensive process in attaining more and accurate results. Program Support Services has revised its current lead policies and procedures. SETA had a conference call set to share its blood lead level screening plan with ACF. The area for improvement identified was not for Early Head Start, but for Head Start children. Doctors are choosing not to perform the exam.

The federal mandate for early testing will be more aggressively reviewed by family services workers for children entering the program. Continued monitoring will be done to assure testing at 24 months. Collaboration with the Countywide Lead Alliance will allow for further monitoring of assessment and testing done at the physician level. Information regarding the new process and increased review were shared with SETA's federal oversight during a preliminary discussion of the finding.

Starting in June Health/Nutrition Specialists will provide training to all of the parents. A poster will go out asking parents if their child/ren have had a test. SETA is working with the Delegates. A campaign is being put together and documentation will be in place when federal reviewers return.

Parents who signed up for the Head Start kitchen field trip: Rebecca Lewis, Kelly Martin, Connie Wallace, Yvette Hernandez, Mary Brown, Socorro Gutierrez, and Victor Goodwin.

Ms. Wallace advised the Board that when they take their children to the doctor to be confident in what they need to ask for (lead testing). Ms. Campos shared that SETA has a form called "Hi, Doctor" that parents can take to doctor visits.

- ✓ Parent/Family Support Report – Ms. Lisa Carr – No report.
- ✓ Child Development and Education Services Report

Ms. Karen Gonzales brought the PAW safety curriculum. (Tabled until next month.) She gave an update on ECKERS/ITERS, the early childhood environmental rating, which assesses the quality of provisions, such as, counting each book, block, enough dress up clothes – total observation of the classroom that provides objective information where SETA can come up with a plan to correct. This is performed annually by a formal outside reviewer.

Every year centers receive money to spend on the center/classroom. Talk to the site supervisor if there are special material requests.

- Region Reports (Attached)

## **VII. Discussion**

Ms. Lewis shared that she attends the Maternal, Child and Adolescent Health Advisory Board meetings. Anyone interested in what is going on with Child Action, providers being cut, etc., please see her.

Ms. Brown asked parents to make sure their information is correct on the PAC roster.

**VI. Public Participation**

None.

**IV. Adjournment**

12:15 p.m.

**ITEM III-A – ACTION**

**APPROVAL OF FISCAL YEAR 2011-2012  
HEAD START/EARLY HEAD START SUPPLEMENTAL GRANT APPLICATION**

**BACKGROUND:**

On April 15, 2011, President Obama signed Public Law 112-10 which appropriations \$7.56 billion for the Head Start program for Fiscal Year 2011. The total includes \$340 million to sustain enrollment for a six month period for Head Start and Early Head Start programs that expanded services with funding made available under the American Recovery and Reinvestment Act (ARRA).

Specific supplemental (formerly referred to as Expansion) funding for SETA is as follows:

Head Start Basic	\$1,014,150
Head Start Training and Technical Assistance	\$ 9,750
Early Head Start Basic	\$2,194,641
Early Head Start Training and Technical Assistance	<u>\$ 54,866</u>
<b>TOTAL</b>	<b><u>\$3,273,407</u></b>

Supplemental funds and slot distribution are as follows:

**Head Start**

Elk Grove USD	40	\$261,394
Sacramento City USD	20	\$130,698
San Juan USD	20	\$130,698
Twin Rivers USD	32	\$209,116
WCIC/Playmate	20	\$130,698
SETA Operated Program	18	\$151,546
<b>TOTAL</b>	<b>150</b>	<b>1,014,150*</b>

**Early Head Start**

Sacramento City USD	32	\$372,600
San Juan USD	32	\$432,000
SETA Operated Program	132	\$1,390,041
<b>TOTAL</b>	<b>196</b>	<b>\$2,194,641*</b>

\* does not include Training and Technical Assistance funds as noted above

A copy of the 2011-2012 Head Start/Early Head Start Supplemental Refunding Application and Budget will be sent under separate cover.

Ms. Denise Lee, Deputy Director, will be available to answer questions.

**RECOMMENDATION:**

That the Parent Advisory Committee approves the Fiscal Year 2011-2012 Head Start/Early Head Start Supplemental Grant Application.

**NOTES:**

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**ACTION:** Moved \_\_\_\_\_ Seconded \_\_\_\_\_

**VOTE:** Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_



<b>I. Enrollment by Program Option</b>							<b><u>Head Start Supplemental (2011-2012)</u></b>	
This section should be filled out and submitted for each grantee and delegate agency								
1. Funded enrollment by program option:				2. Number of pregnant women enrolled for EHS: <u>N/A</u>				
Center-based enrollment		<u>150</u>						
Total enrollment		<u>150</u>						
<b>II. Program Schedule</b>								
This section should be filled out for each group of children served for different hours of service each year.								
Complete #1-3 for all groups of children								
1. Program	SETA Operated Program	Elk Grove USD	Sacramento City USD	San Juan USD	Twin River USD	WCIC		TOTAL
2. Program option identification	Center Based/Part Day	Center Based/Part Day	Center Based/Part Day	Center Based/Part Day	Center Based/Part Day	Center Based/Part Day		
3. Funded enrollment	18	40	20	20	32	20		<b>150</b>
3a. Service Area/Zip Code	95832	95828 95823	95817	95608	95842 95660	95817		
4a. Number of classes	1	2	1	1	2	1		<b>8</b>
4b. Double session, enter D					D			
5. Number of hours of classes/day	4	3.5	6	3.5	3.5	4		
6. Number of days of classes/ week	5	4	5	5	4	5		
7. Number of days of classes/program year	236	135	128	160	128	170		
8. Number of home visits per child, per year	2	2	2	2	2	2		
9. Number of hours per home visit	1.5	1.5	1.5	1	30-45 mins.	30-45 mins.		
Additional Information								
10. Total Funding	\$161,296 <sup>1</sup>	\$261,394	\$130,698	\$130,698	\$209,116	\$130,698		<b>\$1,023,900</b>
Total funding reflects \$6,534.85/child with exception of the grantee which maintains its current cost/child								
<sup>1</sup> The SETA Operated Total includes \$9,750 for Training and Technical Assistance for countywide training and technical assistance								

**Sacramento Employment and Training Agency  
Head Start Supplemental Application (2011-2012)  
Countywide Program Narrative**

**Program Overview and Service Delivery Options**

According to the *2009 California Child Care Portfolio*, there are an estimated 150,682 Sacramento County children, ages 0 through 13, with parents in the labor force; yet, there is licensed capacity to serve only 36% of these children. At the same time, more than half of the age eligible children in Sacramento County are not enrolled in preschool. As a result, demand for Head Start services remains high in Sacramento County. There are currently 3,108 children eligible for Head Start/Early Head Start on the Sacramento County Centralized Eligibility List (CEL). Additionally, SETA and its delegate agencies maintain active waiting lists at all of its early childcare centers, resulting in higher demand than services are available.

***SETA Operated Program (SOP)***

SETA will continue to serve 18 center-based Head Start children at the Whispering Pines Early Learning Center (AM class). Whispering Pines will operate for 236 days beginning on September 30, 2010 through September 29, 2011. Class will operate 4 hours per day, 5 days per week. All performance standards will be met during the program year, including two 90 minute home visits and two parent conferences for each family. The unmet need for the service area served by SETA is 70%.

***San Juan Unified School District***

A total of 20 children will be served in a center-based part-day option offered by SJSUD. This program option will operate on 5 days/week for 3.5 instructional hours a day and will provide 160 days of instruction. Two home visits will be provided for each family during the program year; the visits will be approximately one hour in duration. The first week of this program will be utilized to complete the initial home visit and there will be no classroom instruction. Five days in March, the mid-year point, will be reserved to conduct the second home visits and there will also be no classroom instruction during this time. The unmet need for the service area served by SJUSD remains at 80%.

***WCIC***

A total of 20 children will be served in the center-based, part-day option. This expansion class is located at the WCIC administrative facility, which is in the Oak Park area of Sacramento. The center-based class will operate 4 hours per day from 12:30 p.m. to 4:30p.m., Monday through Friday for 34 weeks in the 2011-2012 school year. Each family will receive 2 home visits during the program year; the visits will last approximately 30 - 45 minutes in length. The unmet need for the service area served by WCIC is 70%.

### ***Sacramento City Unified School District***

A total of 20 Head Start children will be served in the center-based program option. This classroom will operate 5 days a week, 6 hours a day for 10 months during the program year. Families will receive two home visits per year, lasting approximately 90 minutes in length. The preschool classroom is located in a neighborhood with a high concentration of low-income families. Education staff will provide a high quality program by implementing the Open Court Reading Pre-K (OCRPK) curriculum designed for use with preschoolers. The Open Court Reading Pre-K, a research-based curriculum, includes eight units, each providing 20 lessons. This curriculum is specifically focused on literacy and uses finger plays, rhymes, songs, and poems to promote reading readiness. In addition, Sacramento City Unified School District (SCUSD) Head Start also supports the learning environment through use of Creative Curriculum. The unmet need for the service area served by SCUSD is 70%.

### ***Twin Rivers Unified School District***

Thirty-two children will be served at 2 sites (Woodridge and Kohler) using a center-based, part-day model. Classes will be held 4 days a week, for 3.5 hours a day (Monday through Thursday from 12:00-3:30 p.m). Home visits and/or parent conferences are conducted on Fridays between 12:00 and 4:00 p.m. Home visits will also be conducted during the weeks of September 12, 2011 and February 6, 2012. Each home visit is thirty to forty-five minutes in duration. Families will receive a minimum of 2 home visits during the program year. The unmet need for the service area served by TRUSD is 82%.

### ***Elk Grove Unified School District***

A total of 40 children in two classes will be served at Florin and Prairie Elementary Schools utilizing a center-based, part-day program model. The Head Start program will run 4 days/week for 3.5 hours/day. Families will also receive two home visits during the program year which will be at least one hour long. The unmet need for the service area served by EGUSD is 82%.

Full enrollment will be maintained across the county in all proposed service areas.

### **Program Changes**

With the exception of Sacramento City Unified School District and San Juan Unified School District, there are no changes being proposed to the program design for the SETA Operated Program, WCIC, Twin Rivers Unified School District or Elk Grove Unified School District. Community Assessment results continue to support services in the original service areas as community needs remain unchanged.

### ***San Juan Unified School District***

The Expansion classroom is shifting from Dyer Kelly to Garfield Elementary School, which is in the 95608 zip code. Waiting lists have increased for the Garfield area and this site change will meet the needs of the families and children in the area. The rising costs of gasoline have translated into additional costs for families driving their children to school. It is not unusual for

the cost of one gallon of gasoline to exceed \$4.00. With these rising costs it is important that families have short distances to travel to a center.

### ***Sacramento City Unified School District***

A significant change from last year is that the classroom will operate for 5 days per week (rather than 4 days a week). In the last program year, Friday was used exclusively for teacher preparation. Although families found Friday the best day to have off, it was still a struggle for some families who were working. Because of this, the class will operate 5 days/week.

### **Teacher Qualifications**

The grantee, SETA, has provided extensive opportunities for staff countywide to take extra coursework so that they can fulfill the new degree/credential requirements. For several years now, SETA has offered tuition and book reimbursement for staff working toward attainment of a permit, AA or BA degree.

SETA Operated Program: The Site Supervisor/teacher currently possesses a Bachelor's degree in Early Childhood Education and the Associate Teacher possesses an Associate Teacher permit as awarded by California Commission on Teacher Credentialing.

Elk Grove Unified School District: Both teachers hold the credentials required to teach in the Head Start program. One teacher holds a Multiple Subject Teaching Credential with a Child Development Site Supervisor Permit. The other teacher holds an Associate of Arts degree in Child Development and a Site Supervisor Permit.

Sacramento City Unified School District: The supplemental classroom will be staffed by a preschool Children's Center Teacher with at least an AA degree in ECE or a related field. The classroom will also be staffed by an Instructional Aide with a minimum of 12 ECE units.

San Juan Unified School District: The teacher for the supplemental classroom has the required bachelor degree.

Twin Rivers Unified School District: In the supplemental classrooms, there will be a site supervisor teacher with a B.A. degree in child development and another teacher who holds an A.A. degree in child development.

WCIC: The head teacher possesses a Master's Degree in Early Childhood Education and a State of California Child Development Director Permit from the Commission on Teacher Credentialing. The teacher currently holds a MBA and a State of California Child Development Site Supervisor Permit from the Commission on Teacher Credentialing. The teacher aide has 21 ECE units and is seeking renewal of the Associate Teacher Permit from the Commission on Teacher Credentialing.

### **Training and Technical Assistance**

SETA, as the grantee, will be using the Training and Technical Assistance funds to provide countywide training and staff development for all delegate agency and grantee expansion staff. Training topics will consist of, but are not limited to: Head Start Performance Standards, child development, family services, language/literacy, health education, *I Am Moving, I Am Learning*, CLASS, and mental wellness; these trainings will align with the 3-Year Goals and Objectives which focus on oral language, obesity prevention and mental wellness. Funds have also been budgeted to ensure delegate agency staff attends the California Head Start Association Education Conference. The budget also provides for dietician and dental consultants. Additionally, T/TA funds are budgeted to ensure parent activities and training/workshops occur monthly, which supports Family Partnership Agreements and overall self sufficiency goals.

**Early Head Start Supplemental (2011-2012)**

**I. Enrollment by Program Option**

This section should be filled out and submitted for each grantee and delegate agency

I. Total Funded enrollment requested: 196

**II. Program Schedule**

This section should be filled out for each group of children served for different hours of service each year.

**Program Information**

1. Program	SETA Operated Program	SETA Partnership w/ROCC	SETA Partnership w/ SCOE	Sacramento City USD	Sacramento City USD	Sacramento City USD	San Juan USD	TOTAL
2. Program option identification	Home Based	Home Based	Home Based	Center Based (PD)	Home Based	Center Based (FD)	Center Based (FD)	
3. Funded enrollment	36	60	36	8	20	4	32	<b>196</b>
4. Service Area/Zip Code	County wide	County wide	County wide	95820	District wide	95822	95610, 95628, 95828	

**Center-Based Option**

5 Number of classes				2		1	4	
6 Number of hours per class				4		8	7.5	
7 Number of weeks				32		32	42	
8 Number of days of classes/ week				5		5	5	
9. Number of home visits per child/year.				5		5	2	
10. Number of hours per home visit				1.5		1.5	1	

**Home Based Option**

11. Number of home visits per child, per year	47	47	47		41			
12. Number of hours per home visit	1.5	1.5	1.5		1.5			
13. Number of hours per socialization	2.5	2.5	2.5		2			
14. Number of socializations per child, per year	24	24	24		22			

**Additional Information**

15. Total Funding	\$672,972	\$467,420	\$284,400		\$381,915		\$442,800	<b>\$2,249,507</b>
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Sacramento Employment and Training Agency  
Early Head Start Supplemental Application (2011-12)  
Countywide Program Narrative

**Program Overview and Service Delivery Options**

When the EHS Expansion grant was first written, there was a careful examination of the community assessment data to determine where additional services were most needed in Sacramento County. Among impoverished children in the county, the following family populations had the most urgent needs: homeless women and children; transitional housing circumstances; children identified with special needs; chronically unemployed fathers; children in foster care; children with severe challenging behaviors; and pregnant and teen parents. SETA developed the EHS Expansion program options to focus its services to these defined groups; this refunding application is seeking to continue these needed services.

***SETA Operated Program (SOP)***

SETA will continue to serve 132 home-based Early Head Start children within Sacramento County. Thirty-six children will be served in two local homeless shelters - St. John's Shelter for Women and the Sacramento Food Bank Transitional Housing program - and one low-income apartment complex, Sienna Vista, where fathers are primary care givers for infant/toddlers while mothers work. Both local homeless shelters are in a constant overcapacity crisis as the number of homeless Sacramento County residents continues to rise. Unfortunately, the number of homeless children in the county also continues to increase. During the 2007-08 school year, there were 1,045 infants/toddlers who experienced homelessness; this accounted for 17% of the homeless children in the county. Just two years prior, there were only 808 homeless infants/toddlers in Sacramento County. Sienna Vista is located in the 95841 zip code, which continues to be one of the most impoverished and underserved areas of Sacramento.

Additionally, SETA developed two partnerships to reach unique niche populations. The two partners include the Sacramento County Office of Education (SCOE) and River Oak Center for Children (ROCC). The Sacramento County Office of Education serves 36 infants/toddlers with disabilities in the Infant/Toddler Home Visitation Program. According to the California Department of Education, there are 2,480 Sacramento County children under age six who are enrolled in Special Education. It should be noted that the true number is higher since disabilities in infants/toddlers are not always immediately present or easily detected by their parents. Last year Sacramento County Office of Education expanded its serve area to include teen parents who reside in the Twin Rivers Unified School District. This teen program is a partnership with CalSAFE and located on a high school campus. River Oak Center for Children serves 60 home based children who are dually enrolled in crisis intervention programs, foster care and/or in Child Protective Services jurisdiction. Even though the rate of substantiated referrals to Child Protective Services has decreased, in 2006, 23,313 children were referred to CPS and 5,546 were substantiated. Additionally, in 2006 there were 1,184 children, age 0 through 5, who were placed in supervised foster care.

All service models and program options will remain the same and continue to serve high risk populations within the county.

SETA and its partners will operate the home based program for 47 weeks per year, beginning on September 30, 2011 through September 29, 2012. Each enrolled family will receive one weekly home visit for 1.5 hours/visit. Socialization groups are offered twice per month and rotate locations within boundaries of the enrolled families to ensure all families are provided an opportunity to participate. Socializations will be 1.5 to 2.5 hours in length and include regular parent meeting activities and training topics in accordance with Home Visit plans, Family Partnership Agreements and requests and expressed interests.

### ***San Juan Unified School District***

The program design for Early Head Start expansion consists of center-based, full-day option for 32 children. These children will be served at three locations: San Juan, Fair Oaks, and Encina. This center-based full day option will provide 210 days of service. This program option will operate on a five-day-per-week basis for 7.5 hours a day. Two home visits will be provided per program year and the visits will be approximately one hour in duration. As in the prior years, the focus of the program will be on teen parents, as they continue to be among the neediest groups needing services. Decreased state funding for programs that provide child care services to them, such as CalSAFE, has only complicated the situation. Additionally, teen parents are faced with the challenge of parenting while trying to stay in school. The current poverty rate for the zip code area served by the San Juan Unified School District is 17.8%.

### ***Sacramento City Unified School District***

The Early Head Start expansion will continue to serve 32 Early Head Start children in three different program options for twelve months per year:

1. A center-based option at Capital City will serve four infants (6 wks to 18 months), 5 days per week, 8 hours per day (7:30-3:30) for 33 weeks (during the school year). Five home visits will be offered during the summer months.
2. A second center-based option at Hiram Johnson will serve eight children, 12 months to three years of age, five days per week, four hours per day (8:00-12:00), for 33 weeks during the school year. Five home visits will be offered to each family during the summer months.

For both center-based options, “The Creative Curriculum for Infants, Toddlers and Twos” is the primary curriculum utilized, the Ages and Stages is the screener and the DRDP-r is the ongoing assessment. Additionally, teen parents will continue to be served in these two program options. Offering the program at high schools is successful in meeting the needs of teen parents; this helps them take advantage of Early Head Start services while continuing to work on their education.

3. The home-based option will serve 20 children and their families. Three home visitors will provide 41 weekly 1.5 hour home visits per year per child. Two 2-hour socialization experiences per month will also be provided. For the Home-based Option the Ages and



Stages is the screening tool utilized and the HELP (Hawaii Early Learning Profile) provides both the curriculum and the assessment tool. Highly qualified home visitors and teachers (minimum 12 units in Early Childhood Education, including infant toddler units and experience working with adults) implement individualized, inclusive curriculum based on ongoing assessment with parent input and participation.

The current poverty rate for the zip code area served by the Sacramento City Unified School District is 29.7%.

Full enrollment will be maintained across the county in all proposed service areas.

### **Program Changes**

With the exception of Sacramento City Unified School District and one of SETA's Partners, SCOE, there are no changes to the program design for Sacramento County.

#### ***Sacramento City Unified School District***

The current combination option will be converted to a center-based part-day model at Hiram Johnson for eight children; this combination is still being offered through the Base grant. Analysis of attendance and enrollment patterns for school year 2010-2011 revealed that many families do not qualify for full day care due to the high (15% and higher) unemployment rate in Sacramento County. Many children were only attending half days, which was not efficient use of staffing hours. One classroom is being created to accommodate eight children, ages one to three years, which will utilize two five hour teachers instead of eight hour teachers.

#### ***Sacramento Office of Education (SCOE)***

The original program design targeted income-eligible families in the southern area of the county and young children with special needs residing throughout Sacramento County. During the initial recruitment outreach phase, two newly additional underserved populations seeking enrollment emerged: expecting and parenting teens in the Twin Rivers Unified School District and Spanish-speaking families in the river delta area.

To date 19% of the families enrolled have been pregnant or parenting teens. Home Visitors are connecting with the existing Cal-SAFE program to complement services unique to teen parents. In addition, 45 % of the families enrolled speak languages other than English. Providing services to children and parents in their home language of Spanish has resulted in hiring a bilingual Home Visitor. Interpreters (Vietnamese and Cantonese/ Mandarin) are also utilized to deliver services to families whose home language is not English.

### **Teacher Qualifications**

The grantee, SETA, has provided extensive opportunities for staff countywide to take extra coursework so that they can fulfill the degree/credential requirements within the required time lines. Historically, SETA has offered tuition and book reimbursement for staff working toward attainment of a teaching permit, AA or BA degrees. Additionally, through a partnership with

American River Community College, SETA has offered infant development classes on site at the centrally located Head Start Administration Office. These accelerated courses are held at a convenient time for EHS teachers which helps staff to fulfill educational requirements.

*SETA Operated Program & Partners:* All EHS teachers meet or exceed the degree and unit requirements as set forth by federal mandate. The grantee continues to offer on-site infant/toddler coursework to assist in attaining a degree. Two courses are currently being offered which will run through the summer and end in early September.

*Sacramento City Unified School District:* Teaching staff will all have their AA degrees by October 2012. Their job description includes infant toddler units, additional training and experience working with infants and toddlers in a center-based setting.

*San Juan Unified School District:* All staff members possess a Child Development Permit issued from the State of California Commission on Teacher Credentialing. Seven teachers meet or exceed the requirements, including four teachers who hold a college degree, and one teacher who is completing the teacher requirements.

## **Training and Technical Assistance**

### ***SETA Operated Program (SOP)***

The SETA Operated Program (SOP) will provide monthly training to EHS teachers, including the partner staff, on topics such as: Head Start Performance Standards, home visitation protocols, infant/toddler development, language/literacy, family services, health education, and prenatal care. These trainings will align with the 3-Year Goals and Objectives that focus on oral language, obesity prevention and mental wellness. Additionally, SETA has budgeted funds to ensure new educators attend the Zero to Three Conference in Washington DC. which offers current and relevant training sessions. The budget also includes funding for transition and socialization activities.

T/TA funds for parent services include male involvement activities, grandparent/foster services, as well as parent trainings and workshops. Finally, T/TA funds are budgeted for delegate training, mandated disabilities training, tuition and book reimbursement for staff working to attain his/her permit, AA or BA degrees as well as funds for staff (including partner staff) to attend the California Head Start Association Education Conference in Pasadena, CA.

### ***San Juan Unified School District***

Training and Technical Assistance funds will be utilized to provide staff training to upgrade teaching skills and to provide parent training to increase parenting skills. This training will be provided through conferences, local monthly teacher trainings, monthly parent meetings, classes and coaching models. The Resources for Infant Educators (RIE) training will be utilized.

***Sacramento City Unified School District***

All infant/toddler staff will receive: 2 days of pre-service orientation and training, three half day in-service trainings on Fridays spread throughout the year in coordination with the high school minimum days, and a post-service staff development day and a half. The EHS Supplemental funds will pay for the five staff to attend the pre and post contract training at the off-contract training rate. Topics will be developed based on program self-assessment and ongoing staff performance evaluations. Additionally, T/TA funds will be used to send two supplemental staff to attend the local NCECE conference in Sacramento as well as two staff to the Zero to Three Conference in Washington, D.C. Also, funds will be utilized to send 1 parent and 1 staff member to attend the 2011 National Head Start Association Conference in New Orleans. Finally, motivational and training incentives such as pins, aprons, etc. will be provided for staff who attend training, acquire a degree or to acknowledge years of service.

**ITEM III-B – ACTION**

**APPROVAL OF THE POLICY COUNCIL AND PARENT ADVISORY COMMITTEE  
JOINT PARENT ACTIVITY**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to discuss and approve a joint parent activity with the Policy Council. An update on the parent activity will be shared at the Policy Council Meeting.

See attached information on the Parent Activity Fund.

**RECOMMENDATION:**

That the Parent Advisory Committee approves a joint parent activity with the Policy Council.

**NOTES:**

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**ACTION:** Moved \_\_\_\_\_ Seconded \_\_\_\_\_

**VOTE:** Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_

# PARENT ACTIVITY FUND

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## ***How can the parent activity fund be used?***

Interpretation: Programs must be cautioned that 45 CFR, Part 74, Appendix F, prohibits expenditure of grant funds solely for entertainment purposes. Entertainment expenditures are defined as the cost of amusement, diversion, social activities, ceremonials, and incidental cost relating thereto, such as meals, lodging, transportation and gratuities. It should be noted that the restriction on expenditures applies to activities which are solely for entertainment. Expenditures for project related purposes are allowable even though entertainment may play an incidental part in the activities. Therefore, programs are required to justify the expenditure of parent activity funds on the basis of project relatedness. For example, a visit by a parent group to a museum can be justified if parents utilize the experience to train parents in ways of providing educational activities for their children in the community. Banquets given in conjunction with parent training and seminars can be justified based on the performance standards. Once the program justifies the activity as primarily project related, with entertainment being incidental, then the related costs of lodging, transportation, refreshments, meals, etc., are also allowable.

**ITEM III-C – ACTION**

**ELECTION OF POLICY COUNCIL REPRESENTATIVE AND ALTERNATES**

**BACKGROUND:**

There is currently one (1) vacant Representative position and six (6) vacant Alternate positions to the Sacramento County Head Start Policy Council.

The duties of these Representatives and Alternates include:

- ✓ Attend monthly Policy Council meetings held at the SETA Boardroom on the fourth Tuesday of each month at 1:00 p.m., following the Parent Advisory Committee meetings
- ✓ Attend Committee meetings as needed
- ✓ Report to the PAC members information received and decisions made by the Policy Council
- ✓ Policy Council Representatives must be a parent of children currently enrolled in the Head Start/Early Head Start program

**RECOMMENDATION:**

That the Parent Advisory Committee elects one (1) Representative and six (6) Alternates to the Policy Council.

**NOTES:**

Representatives nominated:

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Representative elected:

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Alternates nominated:

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Alternates elected:

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**ACTION:** Moved \_\_\_\_\_ Seconded \_\_\_\_\_

**VOTE:** Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_

**ITEM III-D – ACTION**

**SELECTION OF COMMUNITY PARTNERSHIPS ADVISORY COMMITTEE (CPAC)  
REPRESENTATIVE AND ALTERNATE**

**BACKGROUND:**

The Parent Advisory Committee is requested to select one (1) Representative and one (1) Alternate to serve on the Community Partnership Advisory Committee (CPAC). This advisory committee is an advisory group to the Head Start social services program area of Head Start. Members of this committee include Head Start staff, parents and social services professionals from the community with an interest in the head Start Program. Each program year a PAC Representative is selected to sit on this committee. The CPAC meetings will be held semi-annually; next meeting Thursday, September 15, 2011. Having an interest in social service collaboration would be appropriate for those wishing to serve on this committee.

Ms. Terri Carpenter will be available to share additional information and answer questions.

Please see the attached minutes of the last meeting held on Thursday, April 21, 2011.

**RECOMMENDATION:**

That the Parent Advisory Committee selects one (1) community Partnership Advisory Committee Representative and one (1) alternate to serve on the committee.

**NOTES:**

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**ACTION:** Moved \_\_\_\_\_ Seconded \_\_\_\_\_

**VOTE:** Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_



## SETA Head Start Program Support Unit

<b>Subject:</b>	CPAC Meeting Minutes	<b>Date:</b>	April 21, 2011
<b>Facilitator:</b>	Terri Carpenter, SETA Public Relations Officer	<b>Minutes:</b>	Consuelo Lopez
<b>Present:</b>	Michelle McCarver, Sacramento County Department of Child Support Services; Kelly Young, Warmline FRC; Cristina Gutierrez, The Effort North Highlands; Edenausagebye Davis, WCIC/Playmate Head Start; Denise Belcher, North Sacramento Family Resource Center; Willie Jean Peck, SETA PAC Representative; Sam Starks, SMUD; Claudia Charter, EGUSD; Mary Brown, SETA PAC Chair; Sandy Perez, EGUSD; Terri Carpenter, SETA; Consuelo Lopez, SETA Head Start.		

Topic	Minutes
1. Welcome and Introductions	Meeting was called to order at 9:12 am. Terri Carpenter introduced herself and welcomed the attendees. Participants were self introduced.
2. Member Updates	Cristina Gutierrez shared mini informational packets and outlined all the services provided by The Effort: Parenting Classes in English & Spanish, pre-registration is required; Community Collaborative; Car Set & Transportation Safety Workshop; One Step Beyond; Alateen; Crianza con Cariño; Girl Scouts Troop #333; Grupo de Apoyo Latina; Kid's Closet, Big Hands, Little Hands; Free Help & Support for Families with Children 0-5, in cooperation with First 5 Sacramento and Birth & Beyond; Stress Busters; School Readiness Classes.  The Effort also has a Parent Cabinet that meets once a month. Provides child care and transportation for people who attend its classes or have medical appointments.  A clinic is under construction to serve children 0-18.
	Sandy Perez pointed out how important it is making and having an interesting class for attendees to keep a good attendance.
	Denise Belcher shared flyers. She said that the Sacramento Children's Home FRC of North Sacramento offers free assistance and referrals for families with children under the age of 5: Utilities assistance, lack or loss of housing, substance abuse, legal assistance, stress relief & healthy coping skills, family violence/relationships, accessing public systems, mental health, stress relief, movie nights, etc.
	Mary Brown mentioned that yesterday there was a County Wide Parent Meeting attended by over 100 people. A lot of parenting workshops were offered on a variety of topics. The workshop she liked best was the one presented by Poet Terry Moore.
	Michelle McCarver brought up the fact that August will be Child Awareness Month. The outreach department is expanding talking to high school kids giving them an overview on responsibilities when they turn 18. Child Support Services is partnering with SETA.



## SETA Head Start Program Support Unit

	<p>Kelly Young mentioned that Warmline is a family resource center that serves children with disabilities 0-3. Provides training on IEP. Services are provided to families with special needs children to support the children. Provided a flyer with a list of all events and trainings sponsored at the centers. For more information visit their web page at <a href="http://www.warmlinefrc.org">www.warmlinefrc.org</a> or one of the centers located at: 2025 Hurley Way, Suite 100, Sacramento; 6960 Destiny Dr., Suite 106, Rocklin; and 907 3<sup>rd</sup> Street, Davis.</p>
	<p>Sam Starks talked about the different programs offered by SMUD. To find out more information visit the web page at <a href="http://www.smud.org">www.smud.org</a> or call 732-5131. There are programs available for businesses as well as for individuals.</p>
	<p>Segboye said WCIC is celebrating its 75<sup>th</sup> anniversary August 1-6, 2011. WCIC will be having an open house on April 30, 2011. WCIC also has a senior nutrition program that feeds a group of seniors.</p>
3. SETA and SETA Head Start Program Update	<p>Terri Carpenter talked about the various services offered at the SETA Career Centers. SETA now has a web site that can be accessed to apply for jobs online where people can register for an account, post a work history and resume, search for jobs and explore for employment tools. It is user friendly for the customer.</p>
	<p>Meeting was adjourned at 11:02 a.m.</p>
	<p>Next meeting will be September 15, 2011.</p>
	<p>Terry Cole from Twin Rivers Unified School District was unable to attend this meeting but e-mailed the following information she wanted to share: Morey Avenue is having their annual Multicultural Day on May 20<sup>th</sup>, 9:00 a.m. to 3:00 p.m. There will be community resource tables for community organizations interested in participating. For more information please contact her via e-mail at <a href="mailto:Teresa.cole@twinriversusd.org">Teresa.cole@twinriversusd.org</a> or by phone at 916-217-0155.</p>

**ITEM IV-A – INFORMATION**

**STANDING INFORMATION**

**BACKGROUND:**

This agenda item provides an opportunity for information to be shared on the following:

- Introduction of Newly Seated Representatives – Ms. Mary Brown
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett
- Parent/Family Support Unit Calendar of Events (Attached)
- PC/PAC Calendar of Events and Activities (Attached)
- Parent/Staff Recognition – Ms. Mary Brown
- PC/PAC Parent Leadership Institute Reports – Ms. Mary Brown
- Child Care Center Food Menu (Attached)
- Community Resources - Parents/Staff – Ms. Mary Brown

**NOTES:**

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**CALENDAR OF EVENTS AND ACTIVITIES**  
**PARENT/FAMILY SUPPORT UNIT**

<b><u>EVENT</u></b>	<b><u>DATE</u></b>
PC/PAC Male Involvement Meeting	Wednesday, July 20, 2011 4:00 p.m. 925 Del Paso Blvd. Redwood Room

**PC/PAC CALENDAR OF EVENTS**

<b><u>EVENT</u></b>	<b><u>DATE</u></b>
PC Executive Committee Meeting	Thursday, June 30, 2011 11:30 a.m. – 12:30 p.m. 925 Del Paso Blvd. Oak Room
PC/PAC Social/Hospitality Committee	Wednesday, July 13, 2011 1:00 – 3:00 p.m. 925 Del Paso Blvd. Redwood Room
PC/PAC Budget Planning Meeting	Tuesday, July 12, 2011 9:00 – 10:30 a.m. 925 Del Paso Blvd. Oak Room
PC/PAC Male Involvement Committee Meeting	Wednesday, July 20, 2011 4:00 p.m. 925 Del Paso Blvd. Redwood Room
PAC Executive Committee Meeting	Thursday, July 21, 2011 9:00 – 10:00 a.m. 925 Del Paso Blvd. Olympus Room
PC/PAC Personnel/Bylaws Committee Meeting	Friday, July 22, 2011 10:00 a.m. – 12:00 p.m. 925 Del Paso Blvd. Oak Room
PC Executive Committee Meeting	Thursday, August 4, 2011 9:00 a.m. – 10:00 a.m. 925 Del Paso Blvd. Redwood Room




# SETA Head Start Menu - June 2011

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
Week 1			1	<b>Breakfast:</b> Biscuit, Whole Grain with Jelly, Peaches, diced, Milk <b>Lunch:</b> Build Your Own Burrito, Refried Beans, Flour Tortilla, Shredded Cheese & Lettuce, Tangerine or Strawberries, tomatoes, Fresh milk <b>Snack:</b> Sunrise Bites Whole Grain Crackers, Banana, fresh	2	<b>Breakfast:</b> Whole Wheat Banana Muffin, Pears, diced, Milk <b>Lunch:</b> Cheese Sandwich on Whole Wheat Bread, Apples or Watermelon, Cauliflower with Dip, Butter, Milk <b>Snack:</b> Kix Whole Grain Cereal, Milk	3	<b>Breakfast:</b> Cheerios Whole Grain Cereal, Bananas, fresh, Milk <b>Lunch:</b> Turkey Ham Sandwich on Whole Wheat Bread, Cantaloupe, fresh, Baby carrots, Mayonnaise, low fat, Milk <b>Snack:</b> Rice Cakes, Pineapple, tidbits	
	6		<b>Breakfast:</b> Kix Whole Grain Cereal, Apples, fresh, Milk <b>Lunch:</b> Oven Baked Chicken, Sweet Potatoes, cantaloupe, fresh, Whole Wheat sweet Corn Muffin, Milk <b>Snack:</b> Oranges, fresh, Strawberry Yogurt	7	<b>Breakfast:</b> Pancakes, Whole Grain with Maple Syrup, Kiwi, Milk <b>Lunch:</b> BBQ Beef Burger, Whole Wheat Bun, Mixed Vegetables, Tangerines/ Strawberries, fresh, Milk <b>Snack:</b> Whole Wheat Apple Cinnamon Muffin, Banana, fresh	8	<b>Breakfast:</b> Oatmeal with Raisins, Pineapple, tidbits, Brown Sugar, Milk <b>Lunch:</b> Chicken Chow Mein, Steamed Brown Rice, Apples or Watermelon, Milk <b>Snack:</b> Tropical Treat, Whole Grain Crackers, Pears, diced	9	<b>Breakfast:</b> Crispix Cereal, Banana, fresh, Milk <b>Lunch:</b> Turkey Ham Sandwich on Whole Wheat Bread, Sliced Cucumbers with dip, Oranges, fresh, Mayonnaise, low fat, Milk <b>Snack:</b> Dreamy Orange Whole Wheat Mini Loaf, Milk
13	<b>Breakfast:</b> Multi Grain Cereal, orange, fresh, Milk <b>Lunch:</b> Macaroni & Cheese, Broccoli, fresh, with Ranch Dip, Cantaloupe, fresh, Milk <b>Snack:</b> Strawberry Waffle, Whole Grain Grahams, Milk	14	<b>Breakfast:</b> Whole Wheat Apple Cinnamon Muffin, Bananas, fresh, Milk <b>Lunch:</b> Beef Ravioli, French Bread, Spinach Salad with Dressing, Orange, fresh, Milk <b>Snack:</b> Whole Wheat Mini Loaf, Apples, fresh	15	<b>Breakfast:</b> Biscuit, Whole Grain with Jelly, Peaches, diced, Milk <b>Lunch:</b> Enchilada Casserole with Tomato Sauce & Cheese, Sweet Corn Kernels, Kiwi, fresh, Milk <b>Snack:</b> Sound Bites Whole Grain Crackers, Peach Yogurt	16	<b>Breakfast:</b> Bagelette with Cream Cheese, Apples, fresh, Milk <b>Lunch:</b> Roasted Turkey Sandwich on Whole Wheat Bread, Zucchini Sticks with Dip, Tangerine or Strawberries, fresh, Mayonnaise, low fat, Milk <b>Snack:</b> Cottage Cheese, Pineapple Tidbits	17	<b>Breakfast:</b> Cheerios Whole Grain Cereal, Orange, fresh, Milk <b>Lunch:</b> Swiss Cheese Sandwich on Whole Wheat Bread, Fresh Sliced Tomatoes, Apricots, diced, Butter, Milk <b>Snack:</b> Kiwi, fresh, Goldfish Crackers
20	<b>Breakfast:</b> Whole Wheat Blueberry Muffin, Cantaloupe, fresh, Milk <b>Lunch:</b> Spanish Rice with Chicken, Sweet Kernel Corn, Tangerine or Strawberries, Milk <b>Snack:</b> Cheese-it Crackers, Apricots, halves	21	<b>Breakfast:</b> Bagel with Cream Cheese, Orange, fresh, Milk <b>Lunch:</b> Teriyaki Chicken, Steamed Brown Rice, Sunomono Salad, Kiwi, fresh, Milk <b>Snack:</b> Tropical Treat Whole Grain Crackers, Apples, fresh	22	<b>Breakfast:</b> Oatmeal Cereal, Bananas, fresh, Brown Sugar, Milk <b>Lunch:</b> Whole Wheat Pasta with Beef and Tomato Sauce, Green Salad with Italian Dressing, Orange, fresh, Milk <b>Snack:</b> Rice Cakes, Peaches, diced	23	<b>Breakfast:</b> Pancakes, Whole Grain, Apples, fresh, Maple Syrup, Milk <b>Lunch:</b> : Turkey and Cheese Roll Up in a Tortilla, Coleslaw, Mango, chunks, Milk <b>Snack:</b> Strawberry Yogurt, Banana	24	<b>Breakfast:</b> Kix Whole Grain Cereal, Apricots, diced, Milk <b>Lunch:</b> : Tuna Salad, Saltine Crackers, Baby Carrots, fresh, Cantaloupe, fresh, Milk <b>Snack:</b> Whole Wheat Apple Cinnamon Muffin, Milk
27	<b>Breakfast:</b> Pancakes, Whole Grain with Maple Syrup, Mangoes, chunks, Milk <b>Lunch:</b> Lemon Pepper Chicken, Peas & Carrots, Steamed Brown Rice, Milk <b>Snack:</b> Cottage Cheese, Cheese-it Crackers	28	<b>Breakfast:</b> Whole Wheat Sweet Corn Muffin, Orange, fresh, Milk <b>Lunch:</b> Beef Hamburger, Whole Wheat Bun, Whole Kernel Corn, Kiwi, Mustard & Ketchup, Milk <b>Snack:</b> String Cheese, Fresh Apple	29	<b>Breakfast:</b> Biscuit, Whole Grain with Jelly, Peaches, diced, Milk <b>Lunch:</b> : Build Your Own Burrito Refried Beans, Flour Tortilla, Shredded Cheese & Lettuce, Tangerine or Strawberries, tomatoes, Fresh milk <b>Snack:</b> Sunrise Bites Whole Grain Crackers, Banana, fresh	30	<b>Breakfast:</b> Whole Wheat Banana Muffin, Pears, diced, Milk <b>Lunch:</b> Cheese Sandwich on Whole Wheat Bread, Apples or Watermelon Cauliflower with Dip, Butter, Milk <b>Snack:</b> Kix Whole Grain Cereal, Milk		
Week 2		Week 3		Week 4		Week 1			

Take a walk, bike ride or swim!

Have a BBQ and include grilled vegetables!

# Menú de SETA Head Start - Junio 2011

LUNES		MARTES		MIÉRCOLES		JUEVES		VIERNES				
Semana 1			<b>1</b>	<b>Desayuno:</b> Bizcocho Integral con Jalea, Durazno Picado, Leche. <b>Comida:</b> Haga su Propio Burrito, Frijoles Refritos, Tortilla de Harina, Queso Rayado y Lechuga, Tanjarina o Fresas frescas, Leche. <b>Bocadillo:</b> Trociscos Sunrise Galletas Saladas Integrales, Plátano fresco.	<b>2</b>	<b>Desayuno:</b> Mollete Integral de Plátano, Pera picada, Leche. <b>Comida:</b> Emparedado de Queso en Pan Integral, Manzana o Sandía, Coliflor con aderezo, Mantequilla, Leche. <b>Bocadillo:</b> Cereal Integral Kix, Leche.	<b>3</b>	<b>Desayuno:</b> Cereal Integral Cheerios, Plátano fresco, Leche. <b>Comida:</b> Emparedado de Jamón de Pavo en Pan Integral, Melón fresco, Mayonesa baja en calorías, Leche. <b>Bocadillo:</b> Galletas de Arroz, golosinas de Piña.				
	<b>6</b>		<b>Breakfast:</b> Cereal Integral Kix, Manzana fresca, Leche. <b>Comida:</b> Pollo Horneado, Camote, Melón fresco, Bizcocho Integral de Trigo y Maíz, Leche. <b>Bocadillo:</b> Naranja fresca, Yogur de Fresa.	<b>7</b>	<b>Desayuno:</b> Jotqueis (Pancakes) Integrales con Miel de Arce (Maple), Kiwi, Leche. <b>Comida:</b> Hamburguesa Asada de Res, Pan Integral, Verduras Mixtas, Tanjarina o Fresas frescas, Leche. <b>Bocadillo:</b> Bizcocho Integral de Manzana y Canela, Plátano fresco.	<b>8</b>	<b>Desayuno:</b> Avena con Pasas, golosinas de Piña, Azúcar Morena, Leche. <b>Comida:</b> Chow Mein de Pollo, Arroz Integral a Vapor, Manzana o Sandía, Leche. <b>Bocadillo:</b> Obsequio Tropical, Galletas Integrales Saladas, Peras picadas.	<b>9</b>	<b>Desayuno:</b> Cereal Crispix, Plátano fresco, Leche. <b>Comida:</b> Emparedado de Jamón de Pavo en Pan de Trigo Integral, Pepinos Rebanados con aderezo, Naranja fresca, Mayonesa baja en grasa, Leche. <b>Bocadillo:</b> Naranja Dreamy, Pan de Trigo Integral Minibarra, Leche.	<b>10</b>	<b>Desayuno:</b> Mollete de Trigo Entero y Arándanos Azules, Mango picado, Leche. <b>Comida:</b> Emparedado de Queso Suizo en Pan de Trigo Integral, Jitomate Fresco Rebanado, Chabacano picado, Mantequilla, Leche. <b>Bocadillo:</b> Quesadilla de Queso Americano, Mantequilla.	
Semana 2			<b>13</b>	<b>Desayuno:</b> Cereal Multigrano, Naranja fresca, Leche. <b>Comida:</b> Macarrón y Queso, Brócoli fresco con aderezo Ranch, Melón fresco, Leche. <b>Bocadillo:</b> Waffle de Fresa, Galletas Grahams Integrales, Leche.	<b>14</b>	<b>Desayuno:</b> Mollete de Trigo Integral con Manzana y Canela, Plátano fresco, Leche. <b>Comida:</b> Ravioli de Res, Pan Francés, Ensalada de Espinaca con Aderezo, Naranja fresca, Leche. <b>Bocadillo:</b> Pan de Trigo Integral Minibarra, Manzana fresca.	<b>15</b>	<b>Desayuno:</b> Bizcocho Integral con Jalea, Durazno picado, Leche. <b>Comida:</b> Enchilada Horneada con Puré de Jitomate y Queso, Granos de Elote, Kiwi fresca, Leche. <b>Bocadillo:</b> Galletas Integrales Saladas, Yogur de Durazno.	<b>16</b>	<b>Desayuno:</b> Bagelette con Queso Crema, Manzana fresca, Leche. <b>Comida:</b> Emparedado de Pavo Rostizado en Pan de Trigo Integral, Barras de Calabacita con aderezo, Tanjarina o Fresas frescas, Mayonesa baja en calorías, Leche. <b>Bocadillo:</b> Requesón, golosinas de Piña.	<b>17</b>	<b>Desayuno:</b> Cereal Integral Cheerios, Naranja fresca, Leche. <b>Comida:</b> Emparedado de Queso Suizo en Pan de Trigo Integral, Jitomate fresco rebanado, Durazno picado, Mantequilla, Leche. <b>Bocadillo:</b> Kiwi fresca, Galletas Goldfish.
Semana 3			<b>20</b>	<b>Desayuno:</b> Mollete de Trigo Integral y Arándanos Azules, Melón fresco, Leche. <b>Comida:</b> Arroz Español con Pollo, Granos de Elote, Tanjarina o Fresas, Leche. <b>Bocadillo:</b> Galletas Cheese-it, Mitades de Chabacano.	<b>21</b>	<b>Desayuno:</b> Bagel con Queso Crema, Naranja fresca, Leche. <b>Comida:</b> Pollo Teriyaki, Arroz Integral a Vapor, Ensalada Sunomono, Kiwi fresca, Leche. <b>Bocadillo:</b> Obsequio Tropical, Galletas Integrales Saladas, Manzana fresca.	<b>22</b>	<b>Desayuno:</b> Cereal de Avena, Plátano fresco, Azúcar morena, Leche. <b>Comida:</b> Pasta de Trigo Integral con Res y Puré de Jitomate, Ensalada Verde con Aderezo Italiano, Naranja fresca, Leche. <b>Bocadillo:</b> Galletas de Arroz, Durazno picado.	<b>23</b>	<b>Desayuno:</b> Jotqueis (Pancakes) de Grano Integral, Manzana fresca, miel de Arce (Maple), Leche. <b>Comida:</b> Pavo y Queso Enrollados en una Tortilla, Ensalada de Col (Coleslaw), Mango en trozos, Leche. <b>Bocadillo:</b> Yogur de Fresa, Plátano.	<b>24</b>	<b>Desayuno:</b> Cereal Integral Kix, Chabacano picado, Leche. <b>Comida:</b> Ensalada de Atún, Galletas Saladas, Zanahorias Pequeñas frescas, Melón fresco, Leche. <b>Bocadillo:</b> Mollete de Trigo Integral con Manzana y Canela, Leche.
Semana 4			<b>27</b>	<b>Desayuno:</b> Jotqueis (Pancakes) de Grano Integral con Miel de Arce (Maple), Mango en trozos, Leche. <b>Comida:</b> Pollo con Limón y Pimienta, Chicharos y Zanahorias a Vapor, Arroz Integral, Leche. <b>Bocadillo:</b> Requesón, Galletas Cheese-it.	<b>28</b>	<b>Desayuno:</b> Mollete de Trigo Integral y Maíz, Naranja fresca, Leche. <b>Comida:</b> Hamburguesa de Res, Pan de Trigo Integral, Granos de Elote, Kiwi, Mostaza y Ketchup, Leche. <b>Bocadillo:</b> Barras de Queso, Manzana fresca.	<b>29</b>	<b>Desayuno:</b> Bizcocho de Grano Integral con Jalea, Durazno picado, Leche. <b>Comida:</b> Haga su Propio Burrito, Frijoles Refritos, Tortilla de Harina, Queso Rayado y Lechuga, Tanjarina o Fresas frescas, Leche. <b>Bocadillo:</b> Galletas Saladas Sunrise de Grano Integral, Plátano fresco.	<b>30</b>	<b>Desayuno:</b> Mollete de Trigo Integral y Plátano, Pera picada, Leche. <b>Comida:</b> Emparedado de Queso en Pan de Trigo Integral, Manzana o Sandía, Coliflor y Aderezo, Mantequilla, Leche. <b>Bocadillo:</b> Cereal de Grano Integral Kix, Leche.		

¡Camine, ande en bicicleta o nade!

¡Haga carne asada e incluya verduras asadas!

**ITEM IV-B – INFORMATION**  
**GOVERNING BOARD MINUTES**

**BACKGROUND:**

This agenda item provides an opportunity for the Parent Advisory Committee to review the Governing Board minutes of April 28, 2011 (attached).

**NOTES:**

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**SPECIAL MEETING OF THE  
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY  
GOVERNING BOARD**

Minutes/Synopsis

*(Minutes reflect the actual progression of the meeting.)*

SETA Board Room  
925 Del Paso Blvd.  
Sacramento, CA 95815

Thursday, April 28, 2011  
8:30 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 8:33 a.m.

Members Present:

Don Nottoli, Chair, SETA Governing Board; Member, Board of Supervisors  
Sophia Scherman, Vice Chair, SETA Governing Board; Public Representative  
Jimmie Yee, Member, Board of Supervisors  
Jay Schenirer, Councilmember, City of Sacramento

Member Absent:

Bonnie Pannell, Councilmember, City of Sacramento

**II. Consent Items**

The consent calendar was reviewed; no questions or comments.

Moved/Scherman, second/Yee, to approve the consent calendar as follows:

- A. Approve the minutes of the April 7, 2011 meeting.
  - B. Approve the claims and warrants for the period 3/31/11 through 4/20/11.
- Voice Vote: Unanimous approval

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

- 1. Approval of Staff Recommendations for the Adult and Youth Vendor Services (VS) Lists

This item was reviewed; no questions or comments.

Moved/Scherman, second/Yee, to approve Victory Outreach South Sacramento and Women Escaping a Violent Environment (WEAVE) to the Adult and Youth VS Lists.

Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0



2. Approval of Vote on the Assessment Ballot Regarding the Establishment of the Natomas Basin Local Assessment District

Ms. Kossick reviewed this item. The Sacramento Area Flood Control Agency is requesting that affected property owners participate in a balloting process to decide whether to create a Natomas Basin Local Assessment District which will raise additional funding to continue construction of the Natomas Levee Improvement Project. SETA owns the Early Learning Center facility located at 2401 Northview Drive, Sacramento, CA 95833. The annual assessment would be \$252.36.

Moved/Yee, second/Scherman, to approve the vote on the assessment ballot regarding the establishment of the Natomas Basin Local Assessment District and the assessment fee of \$252.36.

Voice Vote: Unanimous approval.

3. Approval to Receive Funds from the Sacramento Municipal Utility District (SMUD) for a SMUD/Sacramento Works for Youth Summer Internship Program

Ms. Kossick stated that this item will be coming to the City Council and Board of Supervisors for approval since this is new money. These funds will provide summer services to 25 youth.

Mr. Yee asked if item such as this be put on the consent calendar. He said this item would probably have no discussion.

Mr. Thatch replied that these matters come before the City Council and the Board of Supervisors and staff want the board members to be knowledgeable.

Mr. Schenirer said that he is worried about the lack of jobs for young people and asked if the number of internships could be increased.

Moved/Yee, second/Scherman, to approve the receipt of \$210,000 from SMUD for a SMUD/Sacramento Works for Youth Summer Internship program for 2011 and 2012.

Voice Vote: Unanimous approval.

4. Approval to Submit a Proposal to the U.S. Department Of Justice, Office of Justice Programs, Bureau of Justice Assistance and Office for Victims of Crime for the "Enhanced Collaborative Model to Combat Human Trafficking" Grant and Authorize the Executive Director to Execute the Cooperative Agreement and any Modifications or Other Documents Required by the Funding Source

This item was pulled from the agenda.

Ms. Kossick stated that the Sheriff's Department was going to be a significant partner. The money they were going to utilize to match was federal money and federal money cannot be utilized to match other federal money. There are areas for collaboration in May or June. Ms. Kossick stated that staff is exploring other opportunities

**B. WORKFORCE INVESTMENT ACT:** No items.

**C. HEAD START**

Ms. Denise Lee thanked the board members for attending the meeting this morning; the Head Start grant application is due on Monday. This is the annual funding application.

1. Approval of Fiscal Year 2011-2012 Head Start/Early Head Start Budget

Moved/Scherman, second/Yee, to approve the Fiscal Year 2011-2012 Head Start/Early Head Start Budget.

Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

The Board reviewed items 2-7 together.

2. Approval of Fiscal Year 2011-2012 Head Start/Early Head Start Grant Application
3. Approval of Fiscal Year 2011-2012 Head Start/Early Head Start 3-Year Goals/Objectives
4. Approval of Fiscal Year 2011-2012 Head Start/Early Head Start Training/ Technical Assistance Grant Application to be in Alignment with Established Three-Year Goals
5. Approval of County-wide Head Start/Early Head Start Center Locations
6. Approval of Fiscal Year 2011-2012 SETA-Operated Program Tracks
7. Approval of Fiscal Year 2011-2012 Sacramento County Program Options/Grantee and Delegate Agencies

Ms. Lee said that the grant application will begin August 1, 2011. There were no federal fiscal cuts for fiscal year 2011/2012. There were increases of \$330 million nationwide which means that 150 preschool 196 infant/toddlers will be added to the program. Staff will be implementing the CLASS system measuring the quality of the teacher/child interactions. Staff will also do an assessment environmental rating assessment assessing how well the environment is set up for the children. With a lot of diminished funds, staff is working smarter with the dollars. The Agency is increasing intervention for health and wellness for Head Start staff and families. All three goals will include staff wellness and/or staff development. There is an epidemic of obesity and the "I am Moving/I am Learning" curriculum is being utilized to combat this issue.

There are 98 centers throughout the county and 220 classrooms, serving 4,365 kids in a part-day model, and 922 full day Head Start children (46 classrooms). Home Base services work with 230 children. This is a fluid plan for services to children. The number of children being served in part-day services has been increased.

The California Department of Education funding was braided with Head Start funding. The Department of Education had 15% funding cuts across the board. Due to the funding cuts, there has been a cut in the number of children receiving full-day services.

Ms. Scherman stated that she saw something in the newspaper regarding Alta California Regional Center. Ms. Lee replied that there are funding challenges which will affect the number of children referred to us or the number of children that can access services. This potentially could put more burden on the parents or school districts to identify children with issues.

The SETA-operated program is still operating on the year round track system. This allows uninterrupted services for children, parents and staff.

The new center located on Elkhorn was recently opened and the Walnut Grove center will be closing due to underutilization of the center. Services will be moving to a home base model. The therapeutic classroom is being closed due to funding cuts with River Oak. The agency recently created the Infant/Toddler Associate Teacher position and incentive pay for people earning their Bachelor's degree.

The Policy Council reviewed and approved this item at their Tuesday, April 26 meeting.

Moved/Scherman, second/Yee, to approve items 2-7 as follows:

2. Approve the Fiscal Year 2011-2012 Head Start/Early Head Start Grant Application.
  3. Approve the Fiscal Year 2011-2012 Head Start/Early Head Start 3-Year Goals/Objectives.
  4. Approve the Fiscal Year 2011-2012 Head Start/Early Head Start Training/Technical Grant Application as aligned with established three-year goals.
  5. Approve Fiscal Year 2011-2012 Head Start and Early Head Start Center Locations
  6. Approve Fiscal Year 2011-2012 SETA Operated Program Tracks.
  7. Approve Fiscal Year 2011-2012 Sacramento County Program Options/Grantee and Delegate Agencies.
- Voice Vote: Unanimous approval.

**D. COMMUNITY SERVICES BLOCK GRANT:** No items.

## **E. REFUGEE PROGRAMS**

1. Approval of the Plan for the Provision of Refugee Employment Social Services (RESS) and Targeted Assistance (TA) Funded Services to Refugees Program Years (PYs) 2011-2014 - and –
2. Approval to Release a Request for Proposals (RRP) for the Refugee Employment Social Services (RESS) and Targeted Assistance (TA) Funded Programs, Program Year (PY) 2011-12

Ms. Michelle O’Camb reviewed the plan and the RFP. The plan includes services to people with special immigrant VISAs. The plan was developed as a result of a public hearing held on March 7 and is aligned with SETA’s services. Activities intended for funding includes ESL training, employment services stand-alone activity, and a social adjustment and acculturation program. Ms. O’Camb stated that staff is seeing an increase in Bhutanese refugees from Nepal.

The funds available through the RFP include \$766,319 in RESS funding and \$396,019 in TA funding.

Moved/Yee, second/Scherman, to approve the following:

- Approve the three-year Plan for the Provision of Refugee Employment Social Services (RESS) and Targeted Assistance (TA) Services to Refugees, Program Years 2011-2014.
- Approve the release of the Request for Proposals (RFP) for the Refugee Employment Social Services (RESS) and Targeted Assistance (TA) Funded Programs, Program Year 2011-2012.

Voice Vote: Unanimous approval.

## **IV. Information Items**

- A. Fiscal Monitoring Reports: No questions or comments.
- B. Head Start Reports: No questions or comments.
- C. Dislocated Worker Update: No questions or comments.
- D. Employer Activity Report: Ms. Scherman stated that a pharmaceutical college is moving into the AAA building in Elk Grove. Ms. Scherman asked Mr. Walker to contact Cara. Mr. Walker will provide an update on Siemens at the next meeting.
- E. Unemployment Update/Press Release from the Employment Development Department: No questions or comments.

**V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Ms. Kossick stated that at the June 2 meeting, staff will provide some overviews to accommodate the Board's request. Staff will also provide an update on Congressional actions with Head Start and WIA; there could be a 10% reduction in WIA funds. The CSBG program is pretty much intact.
- C. Deputy Directors: No report.
- D. Counsel: Mr. Thatch reported that board members asked at last meeting whether teleconferencing could be done. He stated that it can be done, but there are two significant impediments. The location of the teleconference must be accessible to the public, must allow people to listen if they want, and the agenda must be posted for public access. It can be done but there are impediments that discourage it. A quorum of the Board must be somewhere in Sacramento.
- E. Members of the Board: Ms. Scherman reported that the Western Festival in Elk Grove will be held April 30; she will be the Grand Marshall. Ms. Scherman requested the board items be shown on the screen.
- F. Public: No comments.

**VI. Adjournment:** The meeting was adjourned at 9:35 a.m.

## ITEM V - COMMITTEE REPORTS

### BACKGROUND:

This agenda item provides an opportunity for the PAC Executive Committee to provide a report.

- A. Executive Committee – Ms. Mary Brown
- Critique of the Parent Advisory Committee special meeting, May 17, 2011.

GOOD	NEEDS IMPROVEMENT
Thank you, Ms. Laura Meza, for advocating for Walnut Grove Early Head Start Learning Center.	Reminder: Please be seated and ready for meeting at 8:50 a.m.
Thank you, Ms. Connie Wallace, for acting as Secretary prior to being elected.	No food allowed in the Boardroom.
Thank you, Ms. Connie Myers, for making Board Member meeting reminder calls.	
Thank you, Ms. Valerie Powell, for the presentation of the SETA Head Start Disaster Preparedness Plan.	
Thank you, Board Members, for remaining in seats during presentations.	
Thank you, Ms. Lisa Carr and the Parent/Support Unit, for making the Countywide Parent Conference a success.	
Thank you, Dr. Tracy Tomaski, for providing a Parent Leadership Institute that was inspirational, interactive and thought provoking.	
Thank you, Ms. Marie Desha, for organizing and planning the Parent Leadership Institute.	

- B. Budget/Planning Committee – Ms. Brown  
 C. Personnel/Bylaws Committee – Ms. Rebecca Lewis  
 D. Social/Hospitality Committee – Ms. Mary Brown  
 E. Early Childhood Development and Health Services Committee & Parent/Family Support Committee (AKA Child Safety Committee) – Ms. Mary Brown  
 F. Monitoring and Evaluation Committee (AKA Self-Assessment Committee)  
 G. Male Involvement Committee – Mr. Victor Goodwin  
 H. Community Partnerships Advisory Committee (CPAC) - Vacant  
 I. Health Services Advisory Committee (HSAC) – Ms. Yvette Hernandez  
 J. Food Services Committee – Ms. Mary Brown

### NOTES:

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**ITEM VI – OTHER REPORTS**

**BACKGROUND:**

This agenda item provides an opportunity for other reports to be shared with PAC.

- Chair's Report – Ms. Mary Brown
- Policy Council Report(s) – Ms. Haley Joslin, Ms. Mary Brown, Ms. Connie Wallace, Ms. Kelly Martin, and Ms. Socorro Gutierrez
- Head Start Deputy Director's Monthly Report – Ms. Denise Lee
  - ✓ Monthly Head Start Report – (Attached)
- Managers' Reports
  - ✓ Program Support Services Report – Ms. Brenda Campos
  - ✓ Parent/Family Support Report – Ms. Lisa Carr
  - ✓ Child Development and Education Services Report – Ms. Karen Gonzales
    - Region Reports (Attached)
    - SETA Head Start Desired Results Program Action Plan

**NOTES:**

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# Monthly Head Start Report

## June 2011

### **SETA Operated Program**

#### **Family Partnership Update:**

In the month of May, a workshop was held for parents enrolled in the HS/EHS countywide programs. The topic was about developing empathy in children, and parenting techniques. Several parents attended with their partners and the topic was lively and informative. The next session will occur in June and the topic will be about the impact of violence on young children. All of the parents from the first session have expressed an interest in attending the series of parenting workshops being held here at Del Paso.

The Male Involvement program held an event at the Gold Rush History Center for families. Over 50 families along with their children attended the event. They were given the opportunity to take a tour of the Discovery Museum and take part on educational activities. Two more Daddy and Me events will be held at the SETA-Operated Early Learning sites in the month of June.

The staff who work directly with parents countywide, were in attendance at a workshop by John Parker, titled, Thriving and Surviving in the Midst of Chaos and Change. Not only did it give participants an opportunity to learn strategies to help them keep their equilibrium during these chaotic times, especially when their job involves working with parents, there was much laughter and dancing too! It was a great way to end the year for those staff who work for the school districts who are off for the summer.

#### **Governance Update:**

The SETA Head Start PC/PAC County-wide Annual Parent Leadership Institute was held on Wednesday, May 25, 2011 at the South Natomas Community Center, Sacramento, CA. The purpose of this year's Institute was to provide parents with leadership tools that will assist them in their leadership role as they build positive working relationships. Event theme ***From Follower to Leader: C-ing Your Way to Advocating for Children***, Dr. Tracy Tomasky, Ed.D., Director, Early Childhood Education, San Juan Unified School District, trainer. Dr. Tomasky shared the importance of leadership awareness, taking action and making a difference.

Training focus: Commitment and knowing your message (content), how to communicate it (communication), who to communicate message to (connecting), when/timing (collaboration) and how (communication, caring, clarity, consistency and credibility). Learned that being a follower is just as important as being a leader, one must be a good follower to be an effective leader. The training was well planned (mind provoking), engaging and inspirational.



Thank you Dr. Tomasky for an awesome training!

## **Elk Grove Unified School District**

### **Education Services Update:**

The eight Head Start classes on a traditional calendar have successfully completed the school year. The seven Head Start classes on a modified traditional calendar will end on June 15.

### **Enrollment Update:**

The Head Start program has 374 students enrolled in the regular Head Start classrooms and 40 students in the expansion classrooms. Average Daily Attendance in the regular Head Start classrooms was 89%. Average Daily Attendance in the expansion classrooms was 93%.

### **Disabilities Services and Mental Health Services Update:**

Program educators and clerks have worked closely with the Pre-K special education program specialist and the consulting psychologist to place students with active IEPs into the Head Start program. There are 64 students (15%), with active IEPs in the Head Start program. This number exceeds the 10% minimum required by Head Start.

### **Health Services Update:**

Program Educators are monitoring student files and providing additional support to parents and para educators ensure that children in need of further dental or medical treatment receive those services.

### **Family and Community Partnerships Update:**

“Keep Your Child Fit and Healthy,” a class designed to help parents learn fun physical activities they can do with their children, was held at Prairie Elementary School on May 26. Nine parents attended this class.

### **Recruitment:**

Registrations for the 2011-2012 school year are taking place in each of the three regions. Region I, which includes John Reith Elementary, Herman Leimbach Elementary, Charles Mack Elementary, Union House Elementary and Prairie Elementary Schools, registered 90 families. Region II, which includes Florin Elementary, Isabelle Jackson Elementary, William Daylor High, and Samuel Kennedy Elementary Schools, registered 58 families. Region III, which includes Barbara Comstock Morse Elementary, Maelola Beitzel Elementary, David Reese Elementary, Franklin Elementary, Florence Markofer Elementary, and James McKee Elementary Schools, registered 34 families. A calendar with registration dates for February through June has been created to ensure sufficient time is allotted to have full enrollment by the end of June for the 2011 -2012 school year. Currently there are 894 students registered. This is 95% of the number of students needed for full enrollment.

# **Sacramento City Unified School District**

## **PreK Math:**

Kits are being prepared and resource teachers are going to be trained next month to implement a pilot of it at a limited number of sites in the Fall. CLASS Training will be offered in the summer to resource staff. CPIN completed 6 staff trainings this school year and provided coaching for seven teachers. Two SETA coaches will mentor self-selected teachers in the coming year to support an enriched learning environment.

## **Kindergarten Readiness**

Backpacks and kindergarten transition supplies went out to all children starting kindergarten in the fall to the following Raising a Reader sites: Bowling Green, Bret Harte, Earl Warren, Edward Kemble, Ethel Baker, Ethel Phillips, Father Keith B Kenny, Harkness, Hiram Johnson, Jed Smith, John Sloat, Joseph Bonnheim, Marian Anderson, Mark Hopkins, Oak Ridge, Pacific, SB Anthony, Washington, and Woodbine.

## **Safe & Healthy Environments:**

Dry rot repair and painting is underway at 10 sites.

## **Health:**

The **Dental Varnish Clinics** were completed this month and were very successful. The Dental Hygienists from Smile Keepers observed that dental treatment/restoration had taken place for many children since their fall visit. Our preschool nurses were involved in the dental varnish clinics and continue to follow-up with parents who have children with dental needs.

The Preschool Nurses were delighted to attend the **California Head Start Association's Health Institute** Conference in Burlingame, California May 3 and 4. The keynote speakers were Susan Wirth, Nature Explore Outreach Director and Ysabel Duron, Senior Weekend Anchor for KRON-4 TV. The workshops covered a wide array of health topics such as attachment disorders, asthma, and dental follow-up and pesticide concerns. Each nurse attended a different workshop and shared with each other the valuable information they received. A number of resources and written materials were gathered from the workshops and are being shared with preschool parents.

The **"Cooking Matters"** classes are continuing through June and are being received with great enthusiasm. These six-week classes are presented at two different sites each week. Lisa Stevens, the Children's Center Nurse, is working closely with Preschool Nutritionist, Karen Ito, to present these classes which include cooking demonstrations using fresh seasonal vegetables from local farmers. A professional chef teaches parents using hands-on demonstrations. Parents then gather together to enjoy the entrée or salad they have learned to make that day. At the end of class, each parent is given a large bag of fresh vegetables so they can re-create the same dish for their families at dinnertime.

SCUSD's nurses continued to present **Parent Education** classes at the preschool sites. The topics have included nutrition, dental health, safety and hand-washing.

Nurses Lisa, Ellen, and Victoria have attended several meetings this past month related to preparation for the **PIR** report. They have participated in finalizing SCUSD's program's Three Year Goals and Objectives that will begin in the 2011-2012 school year. The nurses are working together to prepare for the busy summer registration time and health screenings.

#### **Disabilities:**

Over thirteen percent of SCUSD's children have been assessed and receive special education services. As of the end of May, the Head Start program had served 172 preschool children and 15 infants with special needs.

In May teachers and support staff attended a staff-development training presented by Dr. Scott Modell on the topics of ADHD, Autism and Sensory Integration Disorders.

#### **EHS and Home-Base:**

All Early Head Start staff will attend training on June 20 presented by WestEd on supporting children with difficult behaviors. Center-based teachers are gearing up for summer home visits with training on June 17.

Home-based families went to the County Fair on May 27 and experienced sheep, goats, cows, pigs, various fowl and rabbits first hand, building those real life experiences that support and enhance future academics. They will also join staff for an end of the year picnic on June 10 to mark the close of another successful year of home visits, acknowledge parents graduating from High School or college and transitioning students.

## **San Juan Unified School District**

#### **Education Services Update:**

SJUSD is in the midst of planning for the next academic year's staff development topics. The Head Start Goals will guide SJUSD, as well as with teacher input outlining their preferences for future trainings. The CLASS Observation Tool will continue as a focus in the 2011-2012 trainings.

#### **Disabilities Services Update:**

The Disabilities Content Lead attended a webinar/workshop targeting interagency agreements. The workshop was conducted at SCOE and was very informative. The exercises that the participants worked through provided helpful and clarifying insight in how to work with LEA personnel to attain common goals in regards to special needs students and their families. The screening schedule kicked into high gear at the end of the month, as SJUSD

began re-registering current students for the fall programs. The care management process for reviewing the screening results is also up and running at full speed.

#### **Mental Health Services Update:**

The Mental Health Therapist has been lending extra support to kindergarten-bound children's parents who have concern for their child's social/emotional development as the year comes to a close. The Therapist spoke to Children's Center staff about how to teach children healthy boundaries.

#### **Nutrition Services Update:**

SJUSD is proud to announce that Grand Oaks Head Start received the CHSA Garden Grant. The teacher, Stormy Dickens, has already begun planting activities with the children. Artichoke plants were purchased for sites last fall and the globes have begun to sprout. The preparation and eating of this prickly vegetable may be a new experience for many.

#### **Health Services Update:**

Health completed the second round of dental screenings with Kate Varanelli from Smile Keepers. Staff is following up with children needing dental care. Health staff is continuing to screen children in the centralized screening room one day a week; this will change to three days a week in June for re-registration. Additionally, staff is following up with students on obesity, and lead. The health team is also starting to review and enter information for the PIR report.

#### **Family and Community Partnerships Update:**

Site visits for Self Assessment were completed in May by representatives of the Policy Committee. Parent surveys were reviewed at the executive board meeting for changes to be implemented next year. Representatives are anticipating the leadership conference at the end of the month with enthusiasm.

#### **Transitions**

Teachers have focused on support for families enrolling their children in Kindergarten for next year in the form of summer activities. They have also provided individualized activities for children over the summer who may return to us. These activities were shared during the last parent contact of the year.

#### **Program Support/Staff Training Update:**

John Gunnarson presented on oral language development strategies for preschool students with English as their home language and for dual language learners as well. He shared various strategies through an interactive approach where teachers worked in small groups and

in pairs. The strategies covered include self and parallel talk, repetition and extension, and open-ended questions. A template for differentiated instruction for dual language learners was shared with the group as well.

### **Fiscal Update:**

Many fiscal things were completed in May for Head Start and Early Head Start. The HS/EHS Basic Supplemental Grant Application is completed and has been submitted to SETA. The district budget for HS/EHS and all of the other Early Childhood Education programs has been completed and entered into the districts fiscal system with all final changes being made and the 3<sup>rd</sup> interim is finished. Also, all HS/EHS programs were reconciled and fiscal reports, including ARRA reports, were submitted to SETA. Both HS/EHS are on track with spending trends and spending projections.

### **Early Head Start:**

May is winding down the school year on a positive note. Eight staff, including classroom teachers, attended the Resources for Infant Educators annual conference in Southern California. The staff deepened their understanding of infant attachment. Additionally, ARRA funding has been extended and with it nine staff positions have been reinstated!

## **Twin Rivers Unified School District**

### **Highlights:**

Challenges/successes, enrollment and attendance, on-going monitoring, DRDP-r, self assessment, PIR, program highlights and significant program changes, expansion updates, etc.

### **Events:**

The month of May was filled with continued planning for the upcoming school year and the annual Multicultural Faire Event. This well-attended event included over 400 families, friends and students enjoying cultural performances, festive entertainment, carnival games, educational activities and community resources. Teaching staff manned booths from various cultural backgrounds such as Mexico, Pacific Islands, Soviet Union and the United States. Community service providers also attended the event to provide resources and information to the participants. Attendees were delighted with various cultural foods and truly enjoyed this day of diversity celebration!

### **Professional Development:**

On May 27, all teaching staff participated in professional development on the implementation of Creative Curriculum. Staff were introduced to the goals and philosophy of the curriculum. Additional training is scheduled for August 9, 2011.



The Summer Activities Training in collaboration with the SETA Training Unit was held on May 10. The event provided parents with information on how to entertain their children during the hot summer months with free and low cost activities. Parents enjoyed the training and the great information provided!

**Components:**

The Component Leaders at provided assistance to our students and families. The Speech Language Pathologist provided speech services to 32 students at Morey Avenue and additional services to five students within the district boundaries.

The School Social Worker continued the final follow-up on the Family Partnership Agreements and completed the final sessions of their Friendship Group.

The Health and Nutrition Components finished their final follow-up and send out reminder notices to parents for medical information for students returning in the fall.

The Enrollment Component Leader continued enrolling for the 2011-2012 school year. The State preschool program is fully enrolled and the Head Start program has approximately 65 slots remaining to fill. Enrollment will continue until June 10 and then resume again in August 2011.

The Education Coordinator and School Social Worker facilitated a Transition Event for all students entering kindergarten for the 2011-2012. Parents were provided information on kindergarten standards, visited kindergarten classrooms and met the kindergarten teachers.

**Policy and parent Committees:**

Parent Committees meetings held at both Kohler and Woodridge school sites. Policy Committee meeting held on May 17 at Woodridge Elementary School. Members approved the previous minutes, new preschool teacher Tiffany Dennis and postponed action item for the program option change. Next meeting will be May 31 at Morey Avenue.

**Fiscal:**

Any information on recent audits, overview of projects and expenditures of ARRA funds as well as basic funds. Supply and materials orders for 2011-2012 school year have been completed.

**WCIC**

**Special Events:**

Ms. Davis, Executive Director/Head Start celebrated with the Sacramento Observer Newspaper as a past honoree at the Women of Inspiration Luncheon on May 21, 2011 at the Sacramento Radisson Hotel.

WCIC's 75th Anniversary Celebration Planning Committee met on May 24, 2011. The weeklong (August 1 through August 6, 2011) celebration includes: Diverse Artists Show, Children's Literacy Program, Poetry/Spoken Word, House Party/Dress Attire theme from the 1930's, and Banquet Gala. Monthly updates will continue. The entire weeklong activities are scheduled at WCIC, 3555 3<sup>rd</sup> Avenue.

**Early Childhood Education:**

WCIC/Playmate Head Start Programs will graduate/transition 75 children to Kindergarten in 2011-2012. **CONGRATULATIONS SACRAMENTO HEAD START PROGRAMS!!!**

WCIC/Playmate Head Start Programs Annual Transition to Kindergarten Field Trip to Father Keith B. Kenny Elementary School took place on May 26, 2011.

**Family and Community Partnerships:**

WCIC/Playmate Head Start Programs 26 Annual Fathers' Barbeque was a success on May 6, 2011 at WCIC. Fathers/males had the opportunity to show off their barbecue/cook-offs expertise.

The Annual Awards presentations were presented as a part of the barbeque activities. Awards were presented to parent volunteers, community partners, and staff; over 50 presentations were made. The Annual Awards provide an opportunity to express appreciation in a special way to parent volunteers, community partners, and staff. Parents and community partners shared again this year that "this is the first and only time they have ever received an award;" they are always very appreciative and motivated to do more. Therefore, these parent activities are excellent incentives for recruiting parent and community volunteers, as well as provide a positive life changing experience for many.





**SETA OPERATED PROGRAM MONTHLY ENROLLMENT/ADA REPORT FOR  
APRIL 2011**

**TRACK III**

<b>Standard Option - Up to 6 hours/day, 5 days/week</b>					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Auberry Park	20	20	21	18	90%
Cordova Lane-BB	80	78	21	76	95%
Country Woods	40	38	21	37	93%
Elkhorn	60	62	15	54	90%
Freedom Park	20	20	21	20	100%
Fruitridge	20	18	21	19	95%
Galt	60	60	21	60	100%
Grant Skills	20	20	21	20	100%
Grizzly Hollow	20	20	21	20	100%
Hillsdale	40	40	19	40	100%
Hopkins Park	40	40	21	40	100%
Illa Collin	20	20	21	19	95%
Kennedy Estates	20	18	21	18	90%
LaVerne Stewart	20	20	21	20	100%
Mather	20	20	21	19	95%
Nedra Court	20	19	21	19	95%
Northview	20	20	21	16	80%
Solid Foundation	40	38	21	39	98%
Strizek Park	20	20	21	20	100%
Vineland	20	20	21	20	100%
Walnut Grove	40	31	21	31	78%
<b>TOTAL</b>	<b>660</b>	<b>642</b>	<b>Varied</b>	<b>625</b>	<b>95%</b>

<b>Full Day Option - More than 6 hours/day, 5 days/week</b>					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Bannon Creek	20	21	21	21	105%
Broadway	20	20	21	19	95%
Crossroad Gardens	20	21	21	19	95%
Crossroad Gardens	20	21	21	20	100%
Elkhorn	20	5	10	5	25%
Freedom Park	40	41	21	38	95%
Grant Skills	20	20	21	21	105%
Hillsdale	40	42	21	40	100%
Job Corp	20	20	21	20	100%
LaRiviera	20	22	21	21	105%
Mather	20	20	21	20	100%
Norma Johnson	20	19	21	17	85%
Northview	20	21	21	21	105%
Phoenix Park	20	20	21	19	95%
Sharon Neese	20	21	21	19	95%
<b>TOTAL</b>	<b>340</b>	<b>334</b>	<b>Varied</b>	<b>320</b>	<b>94%</b>
<b>***Elkhorn opened 4/18/11***</b>					
<b>Home Base Option</b>					
Center Name	Funded Enrollment	Current Enrollment	Weekly Home Visits	Socializations	
Home Base	30	37	15 14 25 17 0	2	
<b>TOTAL</b>	<b>30</b>	<b>37</b>	<b>Varied</b>	<b>2</b>	

**SETA OPERATED PROGRAM MONTHLY ENROLLMENT/ADA REPORT FOR  
APRIL 2011**

**TRACK V**

<b>Extended Option - Up to 6 hours/day, 5 days/week</b>					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Parker	12	8	21	9	75%
<b>TOTAL</b>	<b>12</b>	<b>8</b>	<b>Varied</b>	<b>9</b>	<b>75%</b>

<b>AARA Expansion- Up to 4 hours/day, 5 days/week</b>					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Whispering Pines	20	20	21	20	100%
<b>TOTAL</b>	<b>20</b>	<b>20</b>	<b>Varied</b>	<b>20</b>	<b>100%</b>

<b>Early Head Start - Center Base Option</b>					
Center Name	Funded Enrollment	Current Enrollment	Total Days	ADA	% ADA
Crossroad Gardens	8	8	19	8	100%
Grizzly Hollow	8	8	19	7	88%
Job Corp	16	15	19	14	88%
La Riviera	16	16	19	15	94%
Mather	8	8	19	7	88%
New Helvetia I	16	16	19	17	106%
Norma Johnson	8	8	19	7	88%
Northview	8	8	19	8	100%
Phoenix Park	8	8	19	8	100%
Sharon Neese ELC	8	8	19	7	88%
<b>TOTAL</b>	<b>104</b>	<b>103</b>	<b>Varied</b>	<b>98</b>	<b>94%</b>

<b>Early Head Start - Home Base Option</b>								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits					Socializations
Home Base	109	107	0	63	60	63	85	2
<b>TOTAL</b>	<b>109</b>	<b>107</b>	<b>0</b>	<b>63</b>	<b>60</b>	<b>63</b>	<b>85</b>	<b>2</b>

<b>AARA EHS Expansion- Home Base Option</b>								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits					Socializations
EHS SOP	36	39	21	9	25	24	0	2
River Oak	60	61	0	48	40	42	45	2
SCOE	36	36	30	25	0	23	0	2
<b>TOTAL</b>	<b>132</b>	<b>136</b>	<b>51</b>	<b>82</b>	<b>65</b>	<b>89</b>	<b>45</b>	<b>6</b>

<b>Head Start - Home Base Option</b>								
Center	Funded Enrollment	Current Enrollment	Weekly Home Visits					Socializations
Home Base	12	13	10	11	10	11	0	2
<b>TOTAL</b>	<b>12</b>	<b>13</b>	<b>10</b>	<b>11</b>	<b>10</b>	<b>11</b>	<b>0</b>	<b>2</b>

**SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2010-2011**

Site	Loc Id	Track II	# Enrolled 5/31/11	# Present 5/31/11	# Absent 5/31/11	# Term W/I 30 days
Off Track		1				
Off Track		2				
Off Track		3				
Auberry Park	1238A	3	20	14	6	
Auberry Park	1238B	1	20	17	3	
Bannon Creek	1200A	1	20	14	6	
Bannon Creek	1200B	1	20	13	7	
Bannon Creek	1200X	3	21	15	6	
Bright Beginnings	1201A	3	20	10	10	
Bright Beginnings	1201B	3	19	13	6	1
Bright Beginnings	1201C	3	20	11	9	
Bright Beginnings	1201D	3	18	9	9	2
Broadway ELC	1246R	1	21	13	8	
Broadway ELC	1246X	3	20	12	8	
Country Woods	1245A	1	20	15	5	
Country Woods	1245B	3	19	11	8	1
Country Woods	1245C	1	20	18	2	
Country Woods	1245D	3	19	14	5	1
Crossroad Gardens	1242A	3	21	15	6	
Crossroad Gardens	1242R	1	21	19	2	
Crossroad Gardens	1242U	EHS	8	7	1	
Crossroad Gardens	1242X	3	21	17	4	
EHS-HB OPTION	1230B	EHS	11	6	3	
EHS-HB OPTION	1230C	EHS	12	10	0	
EHS-HB OPTION	1230D	EHS	11	0	0	
EHS-HB OPTION	1230E	EHS	13	7	1	
EHS-HB OPTION	1230F	EHS				
EHS-HB OPTION	1230G	EHS	12	10	0	
EHS-HB OPTION	1230H	EHS	11	7	1	1
EHS-HB OPTION	1230I	EHS	14	9	1	
EHS-HB OPTION	1230J	EHS	11	5	1	
EHS-HB OPTION	1230K	EHS	12	3	6	
EHS-HB OPTION***	1230L	EHS	11	4	0	1
EHS-HB OPTION***	1230M	EHS	12	5	5	
EHS-HB OPTION***	1230N	EHS	12	9	1	
Elkhorn	1255A	3	20	11	9	
Elkhorn	1255B	1	20	13	7	
Elkhorn	1255C	1	17	13	4	3
Elkhorn	1255X	1	11	10	1	

## SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2010-2011

Site	Loc Id	Track II	# Enrolled 5/31/11	# Present 5/31/11	# Absent 5/31/11	# Term W/I 30 days
Freedom Park	1239A	3	19	16	3	1
Freedom Park	1239B	1	20	14	6	
Freedom Park	1239C	1	17	12	5	3
Freedom Park	1239D	1	19	16	3	1
Freedom Park	1239R	3	20	15	5	
Freedom Park	1239X	3	21	19	2	
Fruitridge	1216A	3	18	16	2	2
Fruitridge	1216B	1	20	20	0	
Fruitridge	1216X	1	19	16	3	2
Galt	1234A	1	20	20	0	
Galt	1234B	1	20	14	6	
Galt	1234C	3	20	18	2	
Galt	1234D	3	20	17	3	
Galt	1234E	3	20	15	5	
Galt	1234F	1	19	14	5	
Grant Skills	1217A	1	20	15	5	
Grant Skills	1217B	3	20	18	2	
Grant Skills	1217C	1	20	20	0	
Grant Skills	1217D	1	15	12	3	5
Grant Skills	1217X	3	20	17	3	1
Grizzly Hollow	1252A	1	20	17	3	
Grizzly Hollow	1252B	3	20	17	3	
Grizzly Hollow	1252U	EHS	8	7	1	
Hillsdale	1228A	1	20	16	4	
Hillsdale	1228B	1	20	15	5	
Hillsdale	1228C	3	20	19	1	
Hillsdale	1228D	3	20	15	5	
Hillsdale	1228R	3	21	15	6	
Hillsdale	1228X	3	18	16	2	3
Home Base Option	1213A	1	13	12	0	
Home Base Option	1213B	5	13	10	0	
Home Base Option	1213C	1	12	3	0	
Home Base Option	1213D	3	12	9	1	
Home Base Option	1213E	3	12	3	2	
Home Base Option	1213F	3	11	7	1	1

**SOP ENROLLMENT REPORT FOR SCHOOL YEAR 2010-2011**

Site	Loc Id	Track II	# Enrolled 5/31/11	# Present 5/31/11	# Absent 5/31/11	# Term W/I 30 days
Hopkins Park	1253A	1	19	14	5	1
Hopkins Park	1253B	3	19	15	4	1
Hopkins Park	1253C	1	19	14	5	1
Hopkins Park	1253D	3	20	15	5	
Illa Collin ELC	1221A	3	20	12	8	
Illa Collin ELC	1221B	1	20	13	7	
Job Corp	1237M	EHS	6	5	1	
Job Corp	1237U	EHS	7	7	0	1
Job Corp	1237X	3	21	18	3	
Kennedy Estates	1240A	1	20	17	3	
Kennedy Estates	1240B	3	20	17	3	
La Riviera	1241M	EHS	8	6	2	
La Riviera	1241R	1	21	17	4	
La Riviera	1241U	EHS	8	5	3	
La Riviera	1241X	3	22	17	5	
La Verne Stewart	1219A	1	21	14	7	
La Verne Stewart	1219B	3	20	14	6	
Mather	1223A	3	20	12	8	
Mather	1223B	1	20	17	3	
Mather	1223R	1	19	15	4	
Mather	1223U	EHS	7	7	0	1
Mather	1223X	3	19	11	8	2
Nedra Court	1244A	3	20	16	4	
Nedra Court	1244B	1	19	17	2	
Nedra Court	1244C	1	20	15	5	
New Helvetia I-EHS	1212U	EHS	16	9	7	
New Helvetia II-HS	1247A	1	20	18	2	
New Helvetia II-HS	1247B	1	19	13	6	1
Norma Johnson ELC	1214R	1	21	21	0	
Norma Johnson ELC	1214U	EHS	7	7	0	1
Norma Johnson ELC	1214X	3	17	10	7	4
Northview	1224A	1	20	18	2	
Northview	1224B	3	20	17	3	
Northview	1224R	1	21	15	6	
Northview	1224U	EHS	8	5	3	
Northview	1224X	3	21	18	3	
Parker Avenue	1207E	5	12	10	2	1



# SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start  
(As of 05/31/11)

The Special Education Report shows the percentage of enrolled preschool aged children with a diagnosed disability receiving services through an Individualized Education Plan (IEP). For Early Head Start, the Special Education Report shows the number of children ages 0-3 who are receiving early intervention services through an Individualized Family Services Plan (IFSP).

Head Start Program Performance Standards Reference: 1305.6 (c) states that at least 10% of the total number of enrollment in each grantee and delegate agency must be made available to children with disabilities.

<u>Agency/AFE (HS)(EHS)</u>	<u>Head Start #IEP (% AFE)</u>		<u>Early Head Start #IFSP ( % AFE)</u>	
Twin Rivers USD (211)	25	(12%)	N/A	
Elk Grove USD (420)	64	(15%)	N/A	
Sacramento City USD (1292)(147)	172	(13%)	15	(10%)
San Juan USD (700) (161)	80	(11%)	27	(17%)
WCIC (120)	13	(11%)	N/A	
SETA (2796) (345) (1878 Tracks)	246	(13%)	49	(14%)
<b>County (4621)* (653)*</b>	<b>600</b>	<b>(13%)</b>	<b>91</b>	<b>(14%)</b>

\* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

# Seta Head Start Food Service Operations Monthly Report \* May 2011

May 6th -Whispering Pines closed due to no water  
Elkhorn Opens a PM Class with 10 children

May 23rd -Whispering Pines closed due to no water

May 23rd to 27th - CACFP Review

**Meetings and Trainings:**

Leadership Meeting attended by Connie Otwell May 18th

Time Management Self Service Timecard Computer Training  
attended by the Food Service Team - May 19th

**Total Number of Meals and Snacks Prepared for All Kitchens**

Lunch	PM Snack	Breakfast	Field Trips
44,428	26,896	31,006	600

**Total Amount of Meals and Snacks Prepared** **102,930**

**Purchases:**

Food	\$72,325.59
Non - Food	\$17,725.98

Building Maintenance and Repair: \$654.48

Kitchen Small Wares and Equipment: \$7,306.67

Vehicle Maintenance and Repair : \$1,471.78

Vehicle Gas / Fuel: \$2,157.32

Normal Delivery Days	21
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**Desired Results Program Action Plan**

<b>Contractor/Center:</b> Sacramento Employment and Training Agency			
<b>Contract Type and/or Cal-SAFE:</b> CSPP		<b>Planning Date:</b> May 20, 2011	
<b>Planner's Name and Position:</b> Karen Gonzales- Program Operations Manager Denise Gale- Education Coordinator Jennifer Denzel- Education Coordinator		<b>Follow-up Date:</b> August 2011 March 2012	
<b>Planner's Name and Position:</b> Nikki Brock Program Officer Betsy Uda- Program Officer		<b>Planner's Name and Position:</b> Dana McVey- Program Officer Nathanael Gale- Program Officer	
<b>Program Findings</b> (What you identified as needing improvement)	Desired Result 2: Children are Effective Learners, Domain: Language and Literacy (LLD) in relation to ECER subscale: Language and Reasoning.  Desired Result 1: Children are Personally and Socially Competent, Domain: Self and Social Development, in relation to ECER subscale: Promoting Acceptance of Diversity.		
<b>Program Goal</b> (What you want to accomplish.)	<b>Objectives</b> (How you will accomplish the goal.)	<b>Expected Completion Date and Persons Responsible</b>	<b>Follow-Up</b> (Changes made, date completed.)
Through a systematic and guided approach, support language and literacy activities that promote the importance	Agency will provide training and guidance to reinforce the implementation of The Houghton Mifflin Language and literacy activities	January 2012 Program Officers Education Coordinators	

of oral language, letter knowledge, and phonological awareness concepts leading to increased school readiness.	Agency will provide individualized teacher support through the use of Early Learning Mentor Coaches.	Ongoing to February 2012 Education Coordinators Mentor Coaches	
	Teachers will participate in training on the 5 <sup>th</sup> edition of the Creative Curriculum for Preschoolers. Emphasis will be placed on the new volumes that focus of Literacy.	July 2011 Program Officers Education Coordinators	
	Parents will receive a monthly at home activity focusing on literacy development. Two parent workshops will be held for all SETA operated programs helping parents to attain greater knowledge of literacy activities and linking it to school readiness.	Ongoing to May 2012 Site Supervisors Teachers Family Service Workers	
	Materials and training will be provided as needed to implement and support Kindergarten readiness through purposeful teaching. The CLASS tool will be used as a guiding instrument	Materials by July 2011 Program Officers Training by	
	Classrooms will be assessed using the Early Language and Literacy Classroom Observation (ELLCO) tool. Information gathered will be used by Mentor coaches to strengthen classroom approaches and environments.	August 2011 Education Coordinators Mentor Coaches	
Through a consistent and guided approach, implement activities and practices that promote acceptance of diversity.	Mentor Coaches will facilitate Teacher Forum groups focusing on strategies to promote partnerships between home and school	December 2011 Mentor Coaches	

Develop and provide professional development that leads to strong partnerships between families and the educational environment.	Teachers will receive training on strategies to implement an Anti-Bias classroom.	November 2011 Education Coordinators Program Officers	
	Materials will be ordered to promote cultural diversity in the environment.	July 2011 Program Officers	
	Through the use of Mentor Coaches, teachers will continue to be supported on elements of the CLASS instrument, specifically in the areas of Emotional Support Concepts (Positive Climate, teacher Sensitivity, and regard for Student Perspective)	Ongoing to February 2012 Mentor Coaches	
	Parents will be informed about anti-bias activities as part of the children's curriculum. Information will be given to parents about how children develop identity and attitudes.	November 2011 Site Supervisors Family service Workers	

**ITEM VII – CENTER UPDATES**

**BACKGROUND:**

This agenda item provides an opportunity for Head Start (SOP) centers to give an update on their activities.

**NOTES:**

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**ITEM VIII – DISCUSSION**

**BACKGROUND:**

This agenda item allows Parent Advisory Committee Representatives the opportunity to ask questions about the program pertinent to their centers.

**NOTES:**

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**ITEM IX - PUBLIC PARTICIPATION**

**BACKGROUND:**

Participation of the general public at the SETA-Operated Program Parent Advisory Committee meeting is encouraged. Members of the audience are asked to address their request to the Chair if they wish to speak.

**NOTES:**

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**ITEM X- ADJOURNMENT**

**NOTES:**

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